



<b>TITLE</b>	Part Time-Educator
<b>SCHEDULE</b>	Part time, non-exempt
<b>REPORTS TO</b>	Unit Director
<b>COMPENSATION</b>	\$15-\$17/hour DOE

#### **JOB RESPONSIBILITIES**

##### **At all times--**

- By intervening act to ensure the (physical, emotional and mental) safety of members and others.
- Keep youth within eye sight and ear shot at all times
- Professionalism is expected in all areas and at all times (ie. All meeting's, community events, programs & services, etc)
- Must run programs during each session in Fall, Spring, Summer and any additional camps.
- Schedule subject to change including nights and weekends
- Flexibility to work at varying locations
- Demonstrated ability to work independently and creatively
- High standards for excellence and exceptional attention to detail
- Flexibility and a sense of humor

##### **Program & Service Delivery--**

- Support our members achieving success in Core areas: academics, healthy lifestyle, good character & leadership.
- Implement and facilitate said activities within assigned core program areas using youth development principles and with a high level of organization.
- Work with other staff, volunteers, and teen members to predict, prevent and/or solve problems when they occur.
- Participate in all activities including preparation, set-up, take-down and clean-up.
- Support of events and project-based learning

##### **Youth Development Tasks--**

- Mentor youth and support learning and participation in programs that helps them achieve academic and personal success in order to create caring, responsible citizens.
- Effectively address member behavior issues and handle discipline problems.
- Use high expectations, club incentive programs and Member Code of Conduct to positively guide member's behavior and follow through with consequences.
- Infuse program quality standards into all aspects of program implementation.
- Demonstrated ability in youth supervision, group management, and the recruitment and retention of youth

##### **Building Club Capacity & Sustainability:**

- Assist in documenting all program schedules, lesson plans, curriculum, youth participation and outcomes.
- Helps plan activities, identify needed materials and/or resources, as well as support with the acquisition and maintenance of materials and supplies

## **GREAT FUTURES START HERE.**



**MID-PENINSULA  
BOYS & GIRLS CLUB**

- Demonstrated ability in working with critical youth stakeholders, including but not limited to- parents and teachers.
- Demonstrate leadership by contributing to training, coaching and support of team members professional development.
- Strong communication skills, both oral and written.

### **EDUCATION AND WORK EXPERIENCE REQUIRED**

- A minimum of 1-2 years work experience in a Boys and Girls Club or similar organization planning and supervising activities based on the developmental needs of young people, or equivalent experience.

### **ADDITIONAL REQUIREMENTS**

Must have valid California Driver's License, proof of auto liability insurance and a good driving record. May be required to drive 9 passenger van. Must pass background check and provide TB test clearance.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

This position may require the ability to lift 40lbs. The position may entail long periods of standing and/or walking. There may be periods of high levels of ambient noise. This position may include both indoor and outdoor environmental conditions.

### **DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.