



**BOYS & GIRLS CLUB
OF BURLINGTON**

Assistant Education Director Job Description: Full Time

Join a team of three full-time education professionals who are working to support and transform the lives of our young people through academics. Our mission is to inspire and enable youth in the community, especially those who need us most, to realize their full potential as productive, healthy, responsible and caring citizens. We are proud to be one of just two Boys & Girls Clubs on the east coast that has dedicated full-time staff and resources to the education of our members starting in kindergarten and ending in completion of their post-secondary education.

Primary Responsibilities: Under the direction and supervision of the Education Director, provide educational support for Club members with a focus on managing small group and 1-on-1 academic supports and interventions.

- Plan and organize academic activities in small groups or 1-on-1 during academic time (Power.5)
- Run drop in Homework Help program and provide assistance to students as necessary
- Supervise students who need extra time to complete academic work outside of Power.5
- Split tutoring duties at Teen Night with other Assistant Education Directors
- Use time during Teen Night to build relationships and engage in fun activities with the Club members when not tutoring
- Act as a College & Career Coach for Early Promise Program, providing academic, emotional and administrative assistance to students who are continuing their education after high school
- Serve as a camp counselor in summer months and serve as backup support staff in general afterschool programs.

Additional Responsibilities:

- Other responsibilities as necessary, including possible participation in additional programs or events, such as Introduction to College and Careers course, Financial Literacy offerings or the Club sponsored College and Career Fair
- Interact with Burlington School District teachers and/or other adults who support Club members
- Must become CPR certified and may be required to periodically drive a twelve-passenger van
- Serve as a positive and professional role model and trusted mentor for Club members, inspiring them to want to participate in educational activities

Desired Skills/Knowledge:

- Bachelor's or master's degree in education or related field
- Experience in teaching, tutoring and/or managing educational programs
- Ability to build lesson plans that reflect student proficiencies
- Experience, lived or otherwise, working with people from diverse racial, ethnic and socioeconomic backgrounds, as well as people who are LGBTQ or "first in family" to attend college
- Strong communication skills, work ethic and ability to build relationships with Club members ages 9 to 18 and older.
- Must be at least 21 years of age
- Fun, positive, and flexible personality

Position:

- Full time, hourly position (40 hours a week)
- Days/Hours: Monday-Friday 12:00 pm – 8:00 pm, subject to change for special events and/or summer camp
- Location: Oak Street, Burlington Vermont
- Employment subject to successfully passing a background check
- Must adhere to Club ethics, policies and procedures.
- Compensation: Range of 17 - \$20 per hour, based on experience plus competitive benefits package