



BOYS & GIRLS CLUB
OF COLLIER COUNTY

POSITION DESCRIPTION

TITLE: Program- Tutoring & Mentoring Coordinator

PERFORMANCE PROFILE SOURCE: Youth Development Professional

REPORTS TO: Volunteer and Community Partnership Director

STATUS: Non-Exempt

POSITION SUMMARY

Develops member tutorial program including, small group and individual tutoring, ready readers, educational activities, and library curriculum. Supervises children in library programs and completes various duties involved in the scheduling and attendance of members receiving tutoring services. Assist with the recruitment, application, scheduling, and recognition of volunteer tutors. All programs should encompass the BGCA Youth Development Philosophy.

QUALIFICATIONS/REQUIREMENTS

Knowledge

Demonstrated knowledge of principles related to development of youth between 6 and 18 years of age, group leadership skills, and an understanding of group dynamics.

Education

High School required or GED

Experience

Minimum of 1 year experience in the operation of a Boys & Girls Club (or similar youth organization) preferred. Experience with tutoring capability.

Skills required in the following areas:

- **Communication Skills:** Informing, Listening, Presenting, Writing
- **Decision Making Skills:** Analyzing
- **Developing Organizational Talent:** Delegating

- **Leadership Skills:** Team Building
- **Personal Initiative Skills:** Organizational Awareness, Striving for Excellence, Professional Development
- **Planning Skills:** Action Planning and Organizing, Monitoring
- **Relationship Skills:** Teamwork
- **Safety, Health and Environment Skills:** Supporting a Safe Environment

KEY RESPONSIBILITIES:

Prepare Youth for Success:

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.

Program Development and Implementation

2. Develop programming that is appropriate and challenging for the members. Programs may be assigned for 1st grade through 5th grade
3. Provide programming that allows youth an opportunity to use their skills to complete real-world projects.
4. Integrate National BGCA Programs into the organization's program.
5. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests.
6. Participate in weekly staff meetings, prepared to discuss ideas, problems and goals, and give input into further development of both your specific program and the overall club program.

Health and Safety

7. Ensure a healthy and safe environment, supervising members in program area.

Job Responsibilities:

1. Assist in the development of curriculum and recommend additional resources to be used in the program.
2. Utilize community contacts and resources whenever appropriate in your program.
3. Submit program plans, curriculum and schedules to the Volunteer and Community Partnership Director for approval. Complete required paperwork including documentation of semester goals, daily lesson plans, and program evaluation forms according to the deadlines established by the Volunteer and Community Partnership Director. Complete Semester End Program Summary Forms and Year End Summary Forms and submit to Unit

Director by the assigned deadline. Administer and complete pre/post surveys as requested.

4. Monitor and track progress of all members participating in the Tutoring Program. Document progress for grant reports and be able to provide the Volunteer and Community Partnership Director with the information when necessary.
5. Work with numerous volunteers in conjunction with the tutoring program. Adequately communicate expectations, mission of the organization, and best practices with working with youth.
6. Maintain member library and offer library hours to participants on a regular basis. Ensure proper check in and check out of library books is enforced.

RELATIONSHIPS:

Internal: Maintain close, daily contact with the Program Staff and Club members, to receive/provide information, discuss issues, explain guidelines/instructions; instruct and advise.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

Other Requirements

- CPR and first aid certifications encouraged
- Valid (state) driver's license

ENVIRONMENTAL AND WORKING CONDITIONS:

All work is conducted in a Club setting, indoors and outside.

PHYSICAL AND MENTAL REQUIREMENTS:

Demonstrated ability to:

- Maintain a high energy level.
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Regularly speak clearly and hear the spoken word.

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

To Apply:

Qualified interested candidates will send cover letter and resume to the Human Resources Director at hr@bgccc.com. Position will remain open until filled.

EOE/DFWP/SFWP