



**BOYS & GIRLS CLUB**  
OF COLLIER COUNTY

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<b>Title:</b>	Senior Director of Education & Impact
<b>Reports To:</b>	President & Chief Executive Officer
<b>Salary Range:</b>	\$65,000 - \$70,000 based on experience

## Job Summary

The Senior Director of Education & Impact is a dynamic and multi-tasking educational professional who is responsible for providing comprehensive and exciting opportunities for learning and educational enrichment to ensure Club members have every opportunity to develop their full potential. The Senior Director of Education & Impact will work independently and collaboratively as part of the Senior Programs Team and has responsibilities tied specifically to elementary aged youth, as well as organizational responsibilities for grant reporting and outcomes and impact measurement.

This position does require time in-office and Clubs but we may consider some flexible working arrangements for the right candidate including office location either in Naples or Immokalee and some schedule flexibility.

## Key Responsibilities

- Create, implement, and evaluate educational lessons focused on core subjects such as science, technology, reading, math, English, history, etc. for children at various academic levels. The primary curriculum focus is on elementary aged youth but part of the team that works with youth ages 6-18.
- Offer alternative activities to meet every child's needs and learning style
- Develop weekly lessons and activities for each grade level to be delivered by front line staff (Youth Development Professionals) and modify lessons as needed for elementary age youth
- Establish and maintain educational program goals. Continuously evaluate and modify lessons to ensure they respond to the needs of youth
- Plan, implement, and document lessons for both grant-funded and non-grant-funded educational programs
- Collaborate with Senior level Programs staff to develop strategies to help individual at-risk youth meet grade level criteria across all ages
- Communicate weekly academic themes, new programs, and other educational opportunities to Clubs, staff, members, and parents/guardians
- Lead the design and implementation processes for all organizational data collection, program assessments, and services toward the organization's overall targeted outcomes and report data collected to CEO, VP of Program Operations, administrative personnel, and for relevant grants
- Report youth academic concerns to Senior Programs team to determine next steps
- Utilize program metrics in resource and development strategies, grant reporting, and program improvement
- Manage the planning and coordination of annual grants reporting calendar
- Complete grant reports. Conduct pre- and post-surveys with youth to assess grant-funded programs. Document pre- and post-survey data within grant-specific databases



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- Guarantee grant-funded programs follow specific standards set by the grant in collaboration with Vice President of Program Operations
  - Serve as liaison between Club and schools to ensure youth meet or surpass academic grade level requirements
  - Lead the organization's Continuous Quality Improvement (CQI) plan. Review and analyze programmatic data to identify strategies, tactics, and practices for continuous program improvement.
  - Manage educational club expenditures within allocated budget
  - Prioritize safety of youth
  - Perform other duties as assigned

### **Experience & Qualifications**

The successful candidate will have a minimum of 3 years of direct curriculum development experience with additional experience in youth development or education programming.

The successful candidate will also have strong attention to detail, excellent organizational and writing skills, demonstrated ability to manage multiple priorities with competing deadlines, and the ability to work independently.

### **Additional Qualifications**

As a person you are:

- A passionate and high-energy champion of education— you love building connections for educational success for young people and bring versatile development knowledge and skillsets.
- A highly organized and self-motivated leader — you have a track record of measurable successes and have built effective systems that advance individual and collective goals.
- A collaborative team player — you are eager to support your colleagues across all levels of the organization and offer your expertise and insights to achieve shared goals.

A mission and values driven individual— you believe in the power of community to transform the lives of children and are committed to creating inclusive and empowering spaces for all.

### **Education**

Bachelor's degree in Education or related required. Masters in Curriculum or Education a strong plus.

### **Compensation**

\$65,000-\$70,000 commensurate with experience. Benefits include health, dental, vision insurance; retirement plan with company match; vacation, personal, and holiday paid leave.



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## To Apply

Qualified interested candidates will send resume to the Human Resources Dept. at [hr@bgccc.com](mailto:hr@bgccc.com).

## 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.

**EOE/DFWP/SFWP**