



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Job Description

Title:	Teacher, 21st CCLC
Performance Profile Source:	Youth Development Professional
Professional Reports To:	Site Coordinator, 21st CCLC
Classification :	<input checked="" type="checkbox"/> Non-Exempt

Job Summary

Under the direction of the Site Coordinator, the Teacher is responsible for the delivery of programs to ensure a world-class club experience. Responsible for planning, developing, implementing, evaluating, and supervising programs and activities that focus on Character & Leadership, Academic Success, and Healthy Lifestyles.

Key Responsibilities

- Ensuring programs, services, and activities prepare youth for success, promoting the safety of members, quality in programs, and appearance of the club at all times. Provide guidance and role modeling to members.
- Contributing to the planning and implementation of the strategic plan.
- Planning, organizing, and implementing a range of program services and activities for members and visitors, such as field trips, program-specific activities, guest speakers, etc.
- Developing and implementing daily lesson plans that are developmentally and age-appropriate for members.
- Welcoming new members and participating in their orientation process.
- Recommending the development of a service area program
- Promoting and stimulating program participation.
- Ensuring quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests, and participating in weekly unit staff meetings.
- Creating bulletin boards and posters publicizing and announcing program events. Establish a system of recognition for members and their achievements in program activities.
- Participating in Boys & Girls Clubs programs and competitions.
- Ensuring a healthy and safe environment, supervising members in the program area.
- Maintaining the cleanliness of the program area.
- Maintaining an inventory of program equipment and supplies in good order. Recommend requisitions as necessary.
- Preparing Daily Lesson Plans for the Site Coordinator regarding activities, special programs, upcoming events, attendance, and other reports as required.
- Maintaining a daily written schedule. Ensures that programs begin and end on time.
- Attending weekly staff meetings.
- May supervise program volunteers.

Relationships

Internal: Maintains close, daily contact with club employees and volunteers, club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

Skills/Knowledge Required

- Knowledge of the mission, objectives, policies, programs, and procedures of the Boys & Girls Club of Collier County; and the principles and practices of non-profit organizations.
- Valid driver's license with good driving record and consistent access to a motor vehicle with appropriate insurance coverage.

Education

- Bachelor's degree in education or related field.
- Valid Florida Teacher Certification

Experience

- Experience working with children.
- Knowledge of youth development
- Ability to motivate youth and manage behavior issues.
- Ability to work with the public.
- Ability to plan and implement quality programs specific to the subject area.
- Ability to organize and supervise members in a safe environment.

Physical Requirements/Work Environment

Physical requirements:

- Ability to read and interpret documents such as safety rules, operating instructions, and policy manuals.
- Ability to write reports and correspondence.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to clearly and concisely exchange/receive ideas, facts, and or technical information with others.
- Required to use hands to handle or feel and reach with hands and arms. Occasionally required to stand and walk and may occasionally lift and/or move up to 10 pounds.
- May be required to operate a motor vehicle.

Work environment:

- Normal classroom, games room, gymnasium, pool, and/or office environment.

To Apply

Qualified interested candidates will send cover letter and resume to the Human Resources Dept. at 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