



BOYS & GIRLS CLUBS

OF GREATER LA CROSSE

POSITION DESCRIPTION

TITLE: Education Specialist

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Admin

REPORTS TO: Skogen Boys & Girls Club - Area Director

FLSA STATUS: ☒ Exempt ☐ Non-Exempt

PRIMARY FUNCTION:

The Education Specialist will work closely with the Holmen School District and other community partners to develop and implement educational programming for members and oversee the operation and programming in the teen center. This position will be responsible for recruiting and retaining participants, program development, and reporting as well as leadership and supervision of assigned staff, program staff and volunteers. This position is responsible for managing the applicable budget(s) and controls expenses as assigned for both the education and teen programming. A successful candidate will have an outgoing personality, be able to connect with youth, and have strong communication with all stakeholders.

KEY ROLES (Essential Job Responsibilities):

- Collaborate with Holmen School District faculty to create fun and engaging educational programs that align with school instruction and curriculum.
- Have regular communication with school faculty and Club staff to provide status updates of members and overall program implementation.
- Motivate and retain members to participate in after school education programming and teen programming.
- Offer academic support, advisement, and mentoring to all members.
- Ensure quality improvement by monitoring and evaluating program achievement against targeted goals, recommending modifications that respond to member needs and interests.
- Connect parents and members with appropriate school and community resources.
- Assist with supervising and training tutors to assist with implementing educational programming.
- Implement goals, objectives, policies, procedures and standards in all programming.

- Maintain accurate records, attendance, and progress to be readily shared with the school district and administration.
- Engage school faculty and integrate into school culture by building relationships and participating in events and professional development opportunities.
- Maintain a positive and safe environment for members.
- Plan and oversee the administration of designated Clubhouse programs and activities that support Youth Development Outcomes.
- Allocate and monitor work assigned to program volunteers and staff, providing ongoing feedback and regular appraisal. Assist the area director with identifying training and development opportunities for assigned volunteers and staff as needed to assist in meeting expected outcomes.
- Oversee proper record keeping and reporting including activities and events conducted breakdowns of daily participation figures, notable achievements and any problems/issues.
- Ensure productive and effective performance by all program staff and volunteers.
- Oversee special programs and/or events (i.e. Keystone, Youth of the Year and Awards Programs, Up Next Program, Career Launch Program), and/or participate in the implementation of other unit activities as necessary.
- Other duties as assigned.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

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

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree in early childhood education or a similar field from an accredited college or university.
- Boys & Girls Club and/or teaching experience preferred.
- Experience working with teens.
- Knowledge of youth development strategies including trauma informed care.
- Ability to plan, implement and motivate participation in youth programs.
- Outstanding communication skills, both written and oral, with the ability to work with a diverse range of people from a variety of backgrounds.
- Ability to work independently and as part of a team
- Flexibility to work hours that vary day to day and throughout the course of the year
- Hold a valid driver's license and access to regular/reliable transportation

JOB TYPE: Full-time

PAY: \$36,000 - \$40,000 annually

PHYSICAL REQUIREMENTS: Demonstrated ability to maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job; reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions; duties are performed throughout the Club. At the Boys & Girls Clubs of Greater La Crosse, the noise level in the work environment will fluctuate from moderate to high.

DISCLAIMER: The job description in no way states or implies these are the only duties to be performed by the Education Specialist. The Boys & Girls Clubs of Greater La Crosse reserves the right to update, revise or change this job description and related duties at any time.

IMPORTANT TO US:

The Boys & Girls Clubs of Greater La Crosse is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.