



JOB POSTING

TITLE: Educational Liaison (Full time)
LOCATION: Akwesasne Boys & Girls Club
SALARY: \$18.00 per hour (US Dollars)
HOURS OF WORK: 11:00am-6:00pm Monday - Friday
REPORTS TO: Mohawk School Unit Director
FLSA: Non-Exempt
DEADLINE TO APPLY: FRIDAY, August 29, 2025 at 4:00 PM

The Akwesasne Boys & Girls Club is seeking energetic and creative individuals to work in a fast paced after-school program. Commuting post-secondary students and newly retired individuals are encouraged to apply.

The philosophy of the Akwesasne Boys & Girls Club is to create a safe and positive environment while providing educational and cultural programs geared to meet the needs of youth, focusing on self-responsibility, maturity, and growth. The Akwesasne Boys & Girls Club is seeking energetic and creative individuals to work in a fast paced afterschool program.

ESSENTIAL JOB RESPONSIBILITIES:

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
2. Promote and stimulate program participation;
3. Participate in new club member orientation process;
4. Provide guidance and role modeling to members.
5. Meet with teachers and develop plan for selected members academic success
6. Work with members in small groups to improve academics (reading, spelling, math)
7. Assist Unit Director with tasks as assigned.

Program Development and Implementation

1. Effectively implement and administer programs, services and activities for drop-in members and visitors.
2. Monitor and evaluate programs, services and activities to ensure safety of members
3. Maintain programs and appearance of the Club at all times.
4. Ensure a productive work environment by participating in weekly staff meetings
5. Prepare monthly reports
6. Plan & participate in special programs and/or events.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.

- At least one year of experience in working with children.
- Knowledge of youth development
- Ability to manage youth and manage behavior concerns
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Knowledge and understanding of Akwesasne community, values, traditions and social norms.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**CRIMINAL REFERENCE CHECK & DRUG SCREENING MANDATORY BEFORE
POSITION IS OFFERED.**

Please send or email a cover letter and resume no late to:

Akwesasne Boys & Girls Club

P.O. Box 490

37 Rooseveltown Road

Akwesasne, New York 13655

Email Gilbert Jacobs at gjacobs@myabgc.com

For more information, please call 518-358-9911

Our Mission

“To inspire and enable all young people, especially those who need us the most to realize their full potential as productive, responsible and caring community members”

Our Values

Be Positive, Be Passionate, Be Humble, Be Helpful, Be Respectful, Be Encouraging, Have Fun, Have Compassion, and Have Patience.