Position: Education Coordinator  
Location: Boys & Girls Club of Ridgefield  
Status: Part Time  
Supervised by: Program Director  
Hours: Monday-Friday: 2:00pm-7:00pm – Some Weekends as assigned

This position reports directly to the Program Director. Responsibilities include conducting Power Hour: the homework assistance program. Duties also include assisting with homework assignments and personal education development of enrolled members. Must plan, promote and execute extra-curricular education programming as assigned by the Program Director. Direct supervision of club members to ensure safety. Provide general maintenance of equipment; books, tables, chairs and general clean up of space provided. Conduct programs within the Boys & Girls Club of Ridgefield policies, procedures and philosophies.

Qualifications
- Must be at least 21 years old
- Must be CPR/First Aid Certified
- Excellent organization skills
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a faced paced environment
- Learn mission, language and goals of the organization
- Ability to organize time well
- CPR/First Aid Certification
- Knowledge of Youth Development
- Attend training sessions and seminars as related to working with youth

Responsibilities
- Maintain a safe environment for all members and follow safety procedures as set forth by BGCR.
- Assist in conducting daily education programs such as Power Hour, Project Learn, Trivia, and more.
- Maintain a general knowledge of BGCR philosophy, activities, calendars and special events of the club.
- Maintain a current working knowledge of procedures and policies of the club. Support and enforce all club policies and procedures.
- Maintain a professional and positive demeanor at all times.
- Work scheduled hours: Monday through Friday as assigned.
- Assist with collaboration and coordination of activities and programs with other components of the club.
- Assist with the supervision of members during free outside time.
- Collaborate with professional staff to further assist members in need of further attention in identified academic areas.
- Develop, implement and promptly display weekly program activities evolving around assigned programs.
- Update Power Hour and Project Learn bulletin boards on a weekly basis.
- Provide weekly program evaluations on all programs you conducted throughout the week.
- Assist with the cleaning of designated room and areas used.
- Immediately report hazards, concerns and dilemmas to Program Director.
- Duties, tasks and responsibilities as deemed necessary by supervisor.
- May be required to work outside scheduled hours and some weekends.
Club Values:
- Community – Sense of Belonging, Fellowship and Fun
- Knowledge – Willingness to Learn and Teach and Willingness to Adapt
- Empathy – Acts of Kindness, Active Listening, Understanding and Compassion
- Acceptance – Mindfulness, Inclusivity and Judgement Free
- Transparency – Direct Communication and Honesty
- Accountability – Acknowledgement and Ownership
- Leadership – Lead by Example, Inspirational, Setting Boundaries and Mentor

Physical Requirements:
The employee must remain physically fit enough to keep children safe in an emergency. The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment can range from quiet to moderate in office settings and usually loud in recreation and play settings when children are present.