



Job Title: Education & Outreach Director

Location: Boys & Girls Club of Allentown

Full-Time | Exempt

Salary: \$46,000-\$48,000/year

Reports to: Unit Director, Programs and Operations Director

Job Summary:

Education & Outreach Directors at the Boys & Girls Club of Allentown serve as key leadership roles responsible for overseeing and implementing a broad range of educational and enhancement programs aimed at helping youth achieve success. The role involves planning, developing, and delivering educational programs within the Clubhouse, including the implementation of the Make Your M.A.R.K.™ program. Our programs focus on literacy, academic success, and helping youth reach their full potential by providing supplementary education and skill-building opportunities that align with our core mission. The Education & Outreach Director (EOD) is responsible for ensuring vitality, quality, and evaluating program effectiveness. EODs also lead outreach initiatives for their Clubhouse with the goal of recruiting new members and sourcing high-quality community-based programs.

During the school year, EODs work primarily after-school hours, from 12-8pm. During the summer, EODs work 7:30am-3:30pm or 9:30am-5:30pm.

Primary Responsibilities:

1. Prepare Youth for Success

- Plan, develop, and oversee the administration of the Make Your M.A.R.K.™ program and other supplementary education programs that support academic success, character development, and healthy lifestyles.
- Establish Clubhouse program objectives that are consistent with the organizational goals and mission.
- Oversee day-to-day program activities to ensure they align with established standards and goals.
- Encourage member participation in various activities and provide constructive feedback and skill development.
- Lead by example to ensure the conduct, safety, and positive development of all members.

2. Program Development and Implementation

- Develop and maintain program goals and ensure the health and safety of all members during activities.
- Ensure that all staff understand and communicate program standards, ensuring that program areas are safe, well-ventilated, well-lit, and that equipment is well-maintained.
- Work with the Make Your M.A.R.K.™ Director to implement and evaluate the Reading and Math levels of participants.
- Continuously evaluate the effectiveness of educational programs to meet member needs, considering gender and cultural diversity.

4. Marketing and Public Relations

- Increase the visibility of Clubhouse programs through the promotion of events, the creation of daily schedules, and the dissemination of program information through various channels including fliers, mailings, and media.
- Represent BGCA at community events and liaise with other community organizations.
- Find and implement quality community-based programs that meet the Club's needs.
- Support the Clubhouse's Unit Director in their recruitment efforts.

Qualifications:

- **Education:** Two-year degree in a related field from an accredited college or university, or equivalent experience.
 - **Experience:** Minimum of two years' experience in planning and supervising activities for youth, preferably in a Boys & Girls Club or similar organization.
 - **Skills:**
 - Strong verbal and written communication skills. Bilingual a plus.
 - Demonstrated group leadership skills with an understanding of group dynamics.
 - Organizational and staff management abilities, including experience in project management.
 - **Certifications:** Mandatory CPR and First Aid Certifications.
-

Key Competencies:

- **Leadership & Vision:** The ability to inspire and motivate volunteers and youth to participate in educational programs and reach their full potential.
 - **Communication:** Strong communication skills to interact effectively with youth, staff, parents, and community members.
 - **Safety & Compliance:** Commitment to creating a safe and supportive environment for all members.
 - **Collaboration & Inclusivity:** Ability to work with a diverse group of individuals and implement culturally responsive practices within programming.
-

Why Join the Boys & Girls Club of Allentown?

This is an incredible opportunity to make a lasting impact on the youth of Allentown. Our mission is to develop young people into responsible, contributing members of society by providing educational opportunities and programs that help them succeed academically, socially, and emotionally. The Education Director will play a critical role in ensuring our Club members receive the resources, encouragement, and support they need to grow into their full potential. By joining our team, you will have the opportunity to shape the future of our youth, contribute to an outcome-driven Club experience, and work in a supportive and dynamic environment.

How to Apply:

To apply for the Education Director position, please submit your resume and cover letter to kbest@bgcallentown.org with "Education Director Application" in the subject line.

ENVIRONMENTAL AND WORKING CONDITIONS

(As required by the Americans with Disabilities Act)

- Work is primarily performed in indoor environments, with occasional outdoor activities.
- The position requires standing and walking for extended periods while supervising youth.
- May require lifting and carrying up to 25 pounds, with or without reasonable accommodation.
- Work involves supervising youth in active environments with moderate noise and movement.

PHYSICAL AND MENTAL REQUIREMENTS

(As required by the Americans with Disabilities Act)

- Ability to observe, supervise, and ensure the safety of youth, with or without reasonable accommodation.

- Ability to maintain appropriate supervision ratios and sustained focus.
- Ability to communicate effectively and respond appropriately in emergency situations.
- Ability to follow safety procedures, organizational policies, and reporting requirements.
- Ability to demonstrate emotional stamina and professionalism when managing youth behavior.

ADA ACCOMMODATION STATEMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.