

Boys and Girls Clubs of Thurston County

Boys & Girls Clubs of Thurston County
3003 Sunset Way SW
Tumwater, WA 98501
(360) 956-0755
www.bgctc.org
Contact Person: Shellica Trevino
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STrevino@bgctc.org

Vehicle Required: yes X no
Driver's License Required: yes X no
On bus route: X yes no
Minutes from downtown Olympia: 10-25 minutes
(depending on site)
Auto Insurance Required: yes X no

TITLE: Education Coordinator

HOURS OF SERVICE: 9:30-6:00 PM., M – F with occasional evening and weekend hours

JOB DESCRIPTION: The Education Coordinator position is responsible for planning, implementing, supervising, and/or assisting with activities provided within the education and career development core program area. These activities include family fun nights, tutoring small groups of members, high yield learning programs for members 6-18 years old and recruiting and training volunteers to work with educational programming. This position works directly with club staff, school personnel, parents, and club members and will also develop a relationship with local universities and colleges.

SITE DESCRIPTION: The Boys & Girls Clubs of Thurston County is a non-profit youth development organization that serves members 6-18 years old. Our mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as responsible, productive, caring citizens by providing neighborhood based clubs that are safe and positive places for kids. There are three branches in Thurston County, the Tumwater Branch, Lacey Branch, and Rochester Branch serving over 1,700 youth annually. Our programming includes activities in the following areas; education and career development, health and life skills, the arts, character and leadership development, and sports, fitness, and recreation.

MAJOR RESPONSIBILITIES AND RELATED TASKS

- Be a mentor for program participants.
- Plan and implement high yield learning activities for members
- Coordinate and tutor small groups of members
- Recruit and train volunteers for educational programming
- Develop relationships with local universities, colleges, and schools
- Participate in team meetings and staffing events
- Plan and implement family fun nights and family activities
- Record and monitor student progress data

REQUIRED QUALIFICATIONS:

- High School diploma or equivalent college education preferred
- Applicants should have an interest in and enjoy working in youth development
- Able to work independently and be self motivated
- Able to uphold professional relationships and standards