

## AMERICORPS POSITION DESCRIPTION

Boys & Girls Clubs of Thurston County  
3003 Sunset Way SW  
Tumwater, WA 98501  
(360) 956-0755  
www.bgctc.org  
Contact Person: Christine Hoffmann  
(360) 438-6811  
Choffmann@bgctc.org

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

**TITLE:** Education Coordinator: **Position 1**

**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 at the Clubs. 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. The ACM will spend a portion of their service time planning and implementing these activities and tasks at each club. Sites may vary by quarter/half year.

**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 four branches in Thurston County, the Tumwater Branch, Lacey Branch, Olympia 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 and with youth
- Able to work independently and be self motivated
- Able to uphold professional relationships and standard