



Program Instructor

Overview

The Boys & Girls Clubs of Metro Richmond (BGCMR) is conducting a search for a full time, **Program Instructor** to serve as member of the Impact Team. The purpose of this position is to implement programs and activities which make Boys and Girls Clubs of Metro Richmond a launching point into an adulthood that includes healthy life choices and a career that will support a family. Reports to the Senior Program Director.

Hours are 11:30 – 7:30

BGCMR's mission is to empower young people, especially those from disadvantaged circumstances, to succeed in life. We are 25+ full time employees strong and offer a friendly, collaborative work environment and the opportunity to have a positive impact on our mission. Come grow with us! Learn more at www.bgcmr.org.

Summary of Job Responsibilities and Requirements

1. Create and plan programs and activities aligned with BGCMR's strategic direction and specific needs of Club members by:
 - a. Aligning daily, weekly, and monthly activities to strategic goals.
 - b. Ensuring activities/lessons are implemented with specific objectives and are evaluated against those objectives.
 - c. Partnering with part-time staff in lesson planning and evaluation.
2. Implement programs using high quality instruction techniques within their Clubs by:
 - a. Following YPQA methods, consistently.
 - b. Participating in observation, evaluation and feedback on performance against these methods.
3. Evaluate youth progress towards outcomes by:
 - a. Monitoring daily, weekly, monthly, and quarterly youth engagement and skill building activities and skill naming according to organizational strategy.
 - b. Measuring effectiveness of lessons through the evaluation of youth's increasing abilities in all programs and activities.
4. Collaborate with partners and community organizations by:
 - a. Serving as a liaison with partner agency to maximize project- and/or skill-based results.
 - b. Sharing performance feedback from evaluations with the Outcomes Coordinator.
5. Sharing program updates with the Marketing and Communications Manager. Serve as a back-up for the Administrative Associate and Senior Program Director positions in their absence by:

- a. Serving as the primary contact for part-time staff, volunteers, partners, members, and parents within the Club.
 - b. Providing regular clerical, administrative and data entry support in membership tracking software Efforts to Outcomes (ETO) to the Senior Program Director and other staff as necessary.
 - c. Accepting and receipting any payments for membership, field trips and programs/activities.
 - d. Preparing correspondence and reports, maintaining schedule and calendar, answering the telephone, key data into social solutions and distributes information regarding membership and programs.to ensure marketing success and awareness.
6. Drive bus for field trips, school pick-ups and other BGCMR functions, when needed by:
- a. Transporting authorized club and staff members and adhering to all safety rules, motoring regulations and laws and ensure passenger safety.
 - b. Completing reports and maintaining upkeep of the bus and accountability of other staff drivers.
 - c. Reporting accidents, completing reports and ensuring passengers are accounted for at all times.
 - d. Keeping a current driver's license and reporting any changes to the status of your driver's license and/or driving record and moving violations to your supervisor within 24 hours of such violation.

Key Qualifications, Skills, and Abilities

- Bachelors' Degree required. Concentration in education or relevant field is a benefit. Experience with quality instructional techniques or in a classroom is a benefit. Need 2 to 3 years of work experience with youth, 12-18 years old.
- Ability to read and write at the university level.
- Working knowledge of math, science, social studies and English at middle school grade levels as defined by Virginia Standards of Learning.
- Experience in planning, collaborative planning, and measurement against plans is an asset.
- Ability to implement curriculum and offerings in a variety of subjects and content areas; ability to create such is preferred.
- Ability to use assessments for accountability, evaluation and program improvement.
- Ability to prioritize tasks, take initiative, communicate effectively among team members and proactively problem solve for roadblocks or conflicts.
- Ability to protect the mission, goals and values of the organization, including mindfulness of appropriate roles and responsibilities in shared projects.
- Ability to work collaboratively toward a common goal, get along with peers, subordinates and management and maintain a positive and constructive attitude. Willingness to learn and be coached, professionally, as well as mentor and coach the youth.
- Ability to travel between clubs and as an approved driver.

Competitive Salary & Benefits Package including medical, dental, life insurance, 401(k), disability, and PTO! Eligible for a flexible work schedule, and professional development reimbursement!

APPLY by sending your resume and salary requirements to hr@bgcmr.org with Program Instructor in subject line. This position will remain open until filled.

EOE M/F/D/V BGCMR reserves the right to alter, change, modify, and/or terminate this job posting at any time without notice, or obligation, to any party.