



**WALTHAM
BOYS & GIRLS CLUB**

TITLE: Youth Education Coordinator
REPORTS TO: Director of Programming
STATUS: Non-Exempt

Position Summary:

Coordinate the implementation of academic programs for members ages 5-18.

Key Responsibilities:

- Develop creative and fun educational programming
- Manage computer lab and technology programming for youth
- Communicate and collaborate with the Waltham Public Schools as necessary
- Manage volunteers to assist with programming
- Collaborate with community partners to offer enriching programs that support academic outcomes

Skills/Knowledge Required:

- Current knowledge and experience of how to conduct engaging programs for youth in elementary, middle and high school
- Basic knowledge of computer technology
- Willingness to attend training as it relates to Boys & Girls Clubs of America's educational strategy and programs
- College degree or pursuing degree

Schedule:

Up to 20 hours a week depending on program schedule and season.
Sample schedule: Mon. (3:30pm-6pm), Tues.-Fri. (3:30pm-7pm)
Additional hours on no school days

School year position (September – June)

**To apply, please send cover letter and resume to Josh Welper,
jwelper@walthambgc.org.**