



Boys & Girls Clubs of Manatee County Job Posting:
Lead Teacher at Daughtrey Elementary School Before-School Program

This is a Part Time position for a collaborative program with the Kiwanis Club of Bradenton, Big Brothers Big Sisters of the Suncoast, and others in order to help struggling students achieve their academic goals and bring the school's overall grade up to par with State requirements.

This position will not exceed 7 ½ hours per week. The program runs from 7:00 am – 8:00 am on school days.

Primary Function: Under the direction of the Director of Program Services/Principal of School, the Lead Teacher will provide program guidance, implementation strategies and ensure organization deliverables are met. Responsible for overseeing the delivery of a specific Program focusing on Academics support, such as homework assistance and reading. Plan, develop, oversee implementation, and supervise programs. The Lead Teacher will supervise the Program Coordinator, Volunteers and members. This program may have specific tracking requirements, including, but not limited to: program implementation and delivery, daily attendance tracking, activity tracking by member, reporting and documentation etc.

PRIMARY RESPONSIBILITIES AND ACTIVITIES: (not all-inclusive)

Prepare Youth for Success

- Plan and oversee the administration of designated Club programs and activities that support Youth Development Outcomes;
- Promote and stimulate program participation;
- Oversee the provision of day-to-day program activities in accordance with established standards and goals;
- Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and constructive feedback to develop skills in program areas;
- Provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer programs, services and activities.
- Complete unit and lesson plans for programs and activities following the Boys & Girls Clubs of Manatee County standards as assigned.

Supervision

- Assist and support in the training of Program Coordinator and Volunteers.

Personnel Management:

- Effectively manage and oversee Program Coordinator and Volunteers by providing support, coaching and feedback, supervision and guidance.
- Maintain high performance expectations for all participating adults that fosters a culture of teamwork, collaboration and innovation.
- Monitor and approve all time keeping records for direct reports for bi-weekly payroll.

Relationships:

Internal: Maintain close, daily contact with Club Professional Staff, school administration and volunteers, Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; and advise/counsel.

Key Program Expectations:

- Oversee the implementation and delivery of operations, programs, services, and activities that facilitate achievement of program outcomes.

- Assess the needs, interests, and characteristics of the youth to develop targeted programs that result in an outcome-driven club experience.
- Meet or exceed all grant requirements and deadlines for grants restricted to Club.
- Ensure Club meets Average Daily Attendance goals.
- Maintains required documentation and files for each member involved.
- Interacts extensively with school and parents in developing an individualized plan for each participant.

Additional Responsibilities

- Implement tasks or project specific directives from supervisor.
- Conduct inventory and oversee purchase of materials.
- Participate in ongoing professional development.

POSITION REQUIREMENTS: (not all inclusive)

- Teaching Certification from an accredited college or university.
- 5+ years of supervisory/management experience.
- Ability to multi-task in a fast-paced environment.
- Leadership and management experience.
- Highly positive and enthusiastic style capable of motivating others.
- Skills and energies to build a team and lead effective staff development and training.
- Demonstrate success in designing new youth programs, facilitating experiential curriculum.
- Excellent prioritization and problem solving skills.
- Strong organizational and conflict resolution skills.
- Strong communication skills, both verbal and written.
- Group leadership skills, including and understanding of group dynamics.
- Demonstrated organizational, staff and management deliverables.
- Demonstration of ability to communicate with different groups.
- Demonstrate ability to develop, implement and train on program delivery model.

Highly Desirable Requirements:

- Oral and written fluency in English; Spanish is a plus.
- Experience in working with children and knowledge of youth development.
- Strong Organization, Time Management Skills and ability to set Priorities.
- Strong communication, Interpersonal skills, and Attention to Detail.
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Internet Explorer.
- Valid State Driver's License; First Aid & CPR Certification.
- Must pass pre-employment background check, fingerprints and drug test.

POSITION QUALIFICATIONS:

- Required to stand, walk, and sit. Able to use hands and fingers on a (computer) keyboard and other office equipment.
- Occasionally lift and/or move up to **25** pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- Perform Safety-sensitive culture requiring a constant state of alertness.
- The noise level in the work environment is high due to work is conducted in a Club for children, inside and outside setting.

HOW TO APPLY: To apply, please email hr@bgcmanatee.org with a resume. Also, indicate the position you are applying for in the subject line. Principal applicants only, no recruiters; no phone calls or walk-ins accepted. This position is part-time, based in Bradenton, Florida. The Boys & Girls Clubs of Manatee County is an Equal Opportunity Employer.