

**TITLE:** Math Coordinator

**PROFILE SOURCE:** After-School Program

**DEPARTMENT:** Programs Department

**REPORTS TO:** Member Success Director

**FLSA STATUS:** Part-Time, Non-Exempt, 35-40 Hours

**STARTING WAGE:** $13.50/hour

# OUR MISSION: To inspire and enable all young people, especially those who need us most, to reach their full potential, as productive, caring, and responsible citizens.

**PRIMARY FUNCTION:**

The development and delivery of Hand 2 Mind program manipulative kits for grades K-12, as well as any additional math programming supported by Boys & Girls Clubs of America.. The position will consist of math program planning and tracking of member engagement and understanding. The Math Coordinator will develop age-appropriate learning activities that will enrich members' academic ability and prepare them to meet state math standards.

**KEY ROLES (Essential Job Responsibilities):**

**Program Development and Implementation**

1. Create an environment that facilitates academic excellence.

2. Develop educational content.

3. Oversee entire math program including data collection; and data tracking for Cayan Software + other tracking software

4. Effectively implement and administer Hand 2 Mind programs with Youth Development Professionals during Power Hour programs.

**Communication**

5. Communicate effectively via written and oral reporting with the Member Success Director, Site Director’s, and Director of Programs..

6. Work closely with children.

7. Communicate with Youth Development Professionals on what program activities will be running

**Supervision**

8. Supervise Youth Development Professionals relative to math curriculum.

9. Support volunteers relative to math curriculum.

10. Supervise members in rooms as needed.

**ADDITIONAL RESPONSIBILITIES:**

1. May be required to drive Club van.2. Will be scheduled as needed to pick-up afterschool members

2. Will be scheduled, on rotation, for after school pick-up.

# RELATIONSHIPS:

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

# MINIMUM QUALIFICATIONS:

* + High School Diploma, Bachelor's Degree (or in pursuit) preferred.
  + Experience in working with children
  + Evidence of skills in programming, organization, curriculum development, communication, advising, and program development
  + Ability to motivate youth and manage behavior problems
  + Ability to deal with the general public
  + Ability to plan and implement quality programs for youth
  + Ability to organize and supervise members in a safe environment
  + Mandatory CPR and First Aid Certifications

# PREFERRED QUALIFICATIONS:

* + Bachelor’s Degree in education or teaching certificate strongly preferred
  + At least one year of a graduate assistantship or professional experience in program administration or teaching
  + General knowledge of and experience working with at-risk populations
  + Demonstrated experience in organization planning, program development, project management and supervision based on the developmental needs of young people
  + Strong communication skills, both verbal and written
  + Group leadership skills, including an understanding of group dynamics

# PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

## The following statements regularly apply to the position:

* + Employee is occasionally required to return to work in emergency situations on an on-call basis
  + Employee is required to possess a valid driver’s license and must be insurable on company policy
  + Required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
  + To accomplish the position functions, individual is required to work:
    - Irregular hours - Occasionally
    - Afternoons/Evenings - Regularly o Weekends - Occasionally

# DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by:

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| --- | --- |
| Incumbent | Date |
| Approved by: |  |
| Supervisor | Date |
| Reviewed by: |  |
| Chief Executive Officer | Date |
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