

POSITION DESCRIPTION

POSITION: Director of Education
REPORT TO: President
STATUS: Exempt

JOB DESCRIPTION:

The Director of Education will be responsible for the overall development, training, implementation, monitoring, evaluating and reporting of the Boys & Girls Clubs of Greater Dallas Education Enhancement initiatives called "Project Learn". **The Director will research and develop applicable curriculum with the objective of promoting and encouraging a learning environment in each of the Clubs.** The Director will work closely with the Branch/Area managers in coordinating the implementation of programs including the recruitment, selection and assignment of key instructors and tutors who will be responsible for providing classroom instructions to Club members and tracking and evaluating outcomes. The Director will develop an effective line of communication with the Resource Development Department as it relates to reporting outcome measurements to investors (including the United Way).

STAFF LEADERSHIP

Responsible for establishing and maintaining a strong working relationship with the Corporate Board and its Program Committee to develop the Project Learn goals, objectives and strategies. Must exhibit strong leadership skills to mobilize the BGCGD staff and available resources to effectively implement the education programs.

PERSONNEL MANAGEMENT:

Responsible for recruiting, training and evaluating qualified classroom instructors, tutors and establish performance criteria for each education program to be implemented.

FINANCIAL MANAGEMENT

Responsible for assisting in the development of the annual budget and assuring that the budget is implemented appropriately to obtain desired objectives of Project Learn.

COMMUNICATION

Responsible for establishing effective communication with the Corporate Board, staff and club members. Externally, responsible for developing relationships with local schools and organizations, including ongoing communication with principals, teachers, counselors and parent associations. Additionally, will assist the Resource Development staff with funding proposals and presentations.

VOLUNTEER RELATIONS

Responsible for assisting in the recruitment, training and development of volunteers to work with club members in the successful implementation of volunteer based education programs including but not limited to Verizon's Visual Basic Computer Programming, Math Blazers, Collegiate STEPS, Trade School and the Independent School Program.

EDUCATION AND EXPERIENCE

Minimum of ten (10) years direct related and demonstrated experience in developing and implementing educational programs targeting elementary, middle and high school students. Must have a BA/BS Degree from an accredited college/university. A Masters Degree and/or bilingual (Spanish) a plus.

6/24/08