



**BOYS & GIRLS CLUBS  
OF THE BLUE RIDGE  
POSITION DESCRIPTION**

**TITLE:** Learning Coach

**DIRECTLY REPORTS TO:** Club Director, Literacy Initiative Director

**POSITION TYPE:** Part Time, 15/week

**PAY TYPE:** Hourly

**POSITION SUMMARY:**

Plans, implements, and evaluates activities provided to youth within a Power Hour/tutoring and enrichment setting. The Coach ensures that the assigned youth receive coaching for mastery on the Standard of Learning Objectives where growth assessment data indicates the student needs improvement. The Coach is to follow BGCBR guidelines for quality programs, services and activities, which will ensure the safety of members and appearance of the Club at all times.

**POSITION RESPONSIBILITIES:**

1. Assist in the planning, implementation and delivery of exciting and engaging lessons and activities for youth ages 5-12 in groups of no more than 5.
2. Ensure the incorporation of character development, age appropriate and gender-specific programs and activities.
3. Ensure that culturally diverse programs are implemented.
4. Provide guidance and discipline to ensure a safe and positive environment for youth.
5. Must be motivated and dedicated to helping Club members through difficulties while learning.
6. Work in a variety of program areas as needed. Which may include, participation in special programs and/or events.
7. Assist the Lead Teacher in preparing periodic activity reports by providing needed information, such as tutoring times and subjects.
8. Ensure a productive work environment by participating in staff meetings and trainings.
9. Meeting established schedules/deadlines as part of normal routine; accepting a variety of daily activities while maintaining high accuracy requirements.
10. Maintaining confidentiality in all assignments and responsibilities.
11. Set high standards for Club members by acting as a positive role model.
12. Must be flexible, patient, attentive and responsible when dealing with club members.
13. Must be able to identify and assist club member s with their weaknesses and strengths.
14. Must be sensitive and responsible by motivating and helping Club members through difficulties while learning.

**SKILLS/QUALIFICATIONS REQUIRED:**

- Minimum of 20 years of age.
- A preferred Associate’s degree from an accredited college or university, or equivalent experience in a child-care or related field, plus six months’ experience in working with children.
- Obtain volunteer hours or teaching assistant experience in a classroom type setting.
- Knowledge of youth development principles.
- Preferred CPR and First Aid Certifications.
- Negative TB test results and pass drug screenings and background checks.
- Be able to perform physical activities such as standing, walking, running, and bending.
- Regularly speak clearly and hear the spoken word.

**POSITION EXPECTATIONS:**

The Learning Coach knows a high quality program exists because the following types of examples are observable:

- A safe, fun environment is established and maintained.
- Programs and activities that prepare youth for success.
- Equipment and supplies are maintained and repaired as necessary.
- Regularly and actively participants in staff meetings and trainings.
- Contributes to developing and maintaining partnerships with parents and families.
- Develops and maintains public relations within the community and with community partners.
- The atmosphere of the entire Club is one in which adults genuinely care for the feelings and actions of the girls and boys.
- Staff maintains a high energy level.

**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: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date