



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

**POSITION DESCRIPTION**

<b>TITLE:</b>	<b>Lead Teacher</b>
<b>REPORTS TO:</b>	<b>Club Director, then Literacy Initiative Director</b>
<b>POSITION TYPE:</b>	<b>Part Time, 15/week</b>
<b>PAY TYPE:</b>	<b>Hourly</b>

**Position Summary:**

Under the direct supervision of the Club Director and the advisement of the Literacy Initiative Director, the Lead Teacher is responsible for planning, organizing, supervising, and evaluating Power Hour, a comprehensive supplemental education program.

**Position Responsibilities:**

- Provide age appropriate tutoring sessions and other academic support activities to Club members in an afterschool setting.
- Plan and implement exciting and engaging enrichment lessons and activities for Club members ages 5-12 individually or in small groups no more than 5.
- Research educational topics based on interest and needs of Boys & Girls Club members.
- Prepare program lesson plans; secure appropriate manipulatives and materials.
- Utilize assessment data from SOL's and student growth assessments to deliver data-driven remediation to Club members.
- Meet with Club Director to solicit input, develop schedule, and assign delegated responsibilities when applicable.
- Collaborate with Program Leaders and volunteers in program planning and delivery of the Power Hour Program and supplemental activities.
- Promote member's interest and participation in Power Hour.
- Establish and implement a process of orienting new members to this program.
- Implement various methods of recognition for participation and achievement.
- Assure the implementation of basic reading and math practices.
- Assure homework assistance is provided to youth daily.
- Maintain order and discipline of members during Power Hour.
- Evaluate program materials/documents and submit written reports as directed.
- Maintain accurate and complete records on all activities, including tutoring and attendance as required.
- Maintain proper care and upkeep of Power Hour supplies, and report needs to Club Director.

- Submit timely purchase order and supply requests to the Club Director for all education programs.
- Keep the Power Hour room/area in a neat, orderly and attractive condition.
- Perform other assignments as requested.

**Desired Qualifications:**

- A Bachelor’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.
- Teaching or teaching assistant experience in a classroom type setting.
- Preferred valid teacher’s license.
- Demonstrated experience in planning, organizing, implementing and evaluating supplemental education programs for youth.
- Demonstrated ability to communicate effectively with youth and deal effectively with member’s discipline problems as needed.
- Negative TB test results and pass drug screenings and background checks.
- Knowledge of Youth Development Principles
- Regularly speak clearly and hear the spoken word.

**Position Expectations:**

- 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, or 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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Employee Date

Approved by:

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Supervisor Date