

GREAT FUTURES START **HERE.**



Education Volunteer

Reports to: *Kady Phelps* (Education and Arts Manager)

Location: 657 Middlesex St, Lowell, MA 01851

Job Type: Volunteer

Overview/Position Summary

Education Volunteers' main responsibilities include helping students learn by reviewing educational content with them, explaining how to solve problems, and checking completed work. Education Volunteers help students develop study skills and organizational techniques to help improve their academic performance. They also lead STEM-related activities for Club members.

Responsibilities/Skills and experience relevant to this position:

- Provide homework support for youth ages 8-12 in all academic areas
- Answer questions, give feedback; coach and encourage youth
- Monitor safety of youth, equipment, and materials
- Work with and provide feedback to Program Staff and Education Manager
- Assist members in learning how to find answers to questions on their own
- Provide alternate enrichment activities (worksheets, independent reading etc.) for members who have completed their homework

Qualifications

- Experience working with urban youth in the elements of tutoring
- Flexible, positive and dependable
- Experience working with diverse populations is a plus
- Willing to follow Program guidelines and policies while interacting with young people on Club property
- Experience in the educational field is preferred
- Bilingual is a plus but not a requirement

Benefits:

- Flexible work schedules and work from home opportunities are available.
- Values and mission driven organization with emphasis on teamwork, fun, integrity, commitment and excellence.
- Interaction with a positive, community minded team, along with amazing young people.

How to respond

- Please submit your resume to **Volunteer Coordinator, Tara Levine**, tara.levine@lbgc.org Tel: (978) 458-4526 x15

Our Hiring Process

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin additional interviews per COVID-19 guidelines.
- We will notify you of the result shortly after and send you necessary paperwork.

Equity Statement

The Boys & Girls Club of Greater Lowell is committed to fostering a diverse and inclusive workplace. We are dedicated to hiring employees who reflect the communities we serve, including women, people of color, LGBTQIA+ individuals, and people with disabilities. Boys & Girls Club of Greater Lowell will provide accommodations in all aspects of the hiring process. If you require an accommodation, we will work with you to meet your needs. Boys & Girls Club of Greater Lowell is an Equal Opportunity Employer. People of color, especially those from Lowell, are strongly encouraged to apply.

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. All offers of employment are contingent on results of a reference and background check.

Hours: Monday-Friday between 2:00 PM & 6:00 PM - *Must be available at least one day per week.*