

GREAT FUTURES START **HERE.**



Education Lead

Reports to: Education & Arts Manager

Location: 657 Middlesex St, Lowell, MA 01851

Salary/Hourly: \$14.00 - \$16.00 per hour, based on experience

Job Type: Part Time, M-F 1:00-6:00; Full-time Summer Hours

Overview/Position Summary

The Education Lead will provide assistance in overseeing Club members in our Education and Arts program throughout the Summer and Academic Year. This individual will work toward the Club's vision of ending generational poverty by leading engaging academic, enrichment, and recreation activities with groups of up to 20 Club members

Responsibilities/Skills and experience relevant to this position:

- Facilitate and plan academic skill-building activities based on members' skill level
- Support members in developing the skills they need to be successful in school and life
- Promote a safe and positive environment
- Model positive and proactive attitudes, behaviors, and language
- Maintain accurate attendance records and reporting procedures
- Ensure that facilities and equipment are clean and up to date
- Develop relationships with parents, educators, and Club members
- Submit monthly reports to the Education Manager highlighting goals reached and outcomes that have been attained
- Perform related duties as assigned.

Qualifications:

- Must support Club values
- Education: High school diploma or higher education required
- Age requirement: 21+ with Valid Driver's License
- Authorized to work in the U.S.
- Bilingual/Bicultural Preferred

Benefits:

- 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 Louis Casiano, Interim Education & Arts Manager, at lcasiano@lbgc.org.

Our Hiring Process and Timeline

- We will review the applications on a rolling basis until the position is filled.
- We will conduct short phone interviews and begin in-person (or video) interviews on **August 16th**.
- We would like to have selected the candidate by **September 1st**.

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.