



**BOYS & GIRLS CLUB
OF BRAZORIA COUNTY**

POSITION DESCRIPTION

TITLE: Instructor
DEPARTMENT: 21st CCLC – B.E.S.T.
SUPERVISOR: 21st CCLC Site Coordinator
CLASSIFICATION: Non-Exempt, Part-time

JOB SUMMARY:

Instructor is responsible for conducting specialized classes at 21st CCLC sites in a manner that fulfills the Boys & Girls Club of Brazoria County mission.

DUTIES & RESPONSIBILITIES

- Implement the programs developed by Boys & Girls Club of America and in compliance with Boys & Girls Club procedures when applicable
- Plan curriculum, recruit participants, and deliver through classes
- Maintain accurate statistical reports of participation in programs. Maintain records, both manual and computerized, as requested. Develop program reports and submit to Site Coordinator as scheduled
- Maintain and order inventory supplies of materials needed to carry out program activities and events
- Participate in the overall function of the BGCBC staff by attending meetings, assisting on team projects, and accepting cross training as assigned
- Maintain positive working relationships with staff, participants, community representatives and parent members
- Perform work duties and responsibilities with an attitude that reflects sensitivity to working with youth representing diverse racial, ethnic and cultural backgrounds
- Attend monthly meetings with center staff
- Monitor student academic progress in collaboration with school-day teachers (academic instructors only)
- Ensure a healthy and safe environment for all participants, volunteers and staff
- Ensure all persons entering program are promptly greeted and helped if necessary
- Guarantee program areas are ready for use when children arrive
- Supplies, equipment, and participants' personal belongings are properly and securely stored
- Parents and volunteers are welcomed and involvement is encouraged (after volunteer orientation and background check are completed)
- Assist 21st CCLC Project Director and Site Coordinator in planning and preparation of a creative learning environment, establishment of interest centers, and preparation of needed materials and supplies

PERFORMS SPECIAL PROJECTS OR ASSIGNMENTS AS REQUIRED BY SUPERVISOR:

