

**Boys & Girls Clubs of the Peninsula  
School-Based Programs**

**After School Assistant Director(s), Full Time**

We're seeking POSITIVE, ENERGETIC LEADERS to help manage innovative, school-based after-school academic and enrichment program for elementary and middle school students.

***Locations:***

Ravenswood City School District – James Flood School and Belle Haven Elementary School  
Redwood City School District – Hoover School

***Salary Range:*** \$14 per hour

***Job Classification:*** Part-time, 28 hours per week

***Program Hours:*** Monday-Friday, 2:30-6:00 PM; exception: Wednesday, 1:00 – 6:00 PM (Ravenswood) or Thursday, 1:00 – 6:00 PM (Redwood City)

***Organization Description:***

BGCP's mission is to guide and inspire the youth of our community to develop the attitudes and life skills they need to achieve their potential. Every day after school and in the summer, children come to BGCP to gain a sense of belonging, have fun, and form positive relationships with caring mentors. In neighborhoods where two-thirds of youth drop out of high school, Club members learn the importance of education and become part of a community of learners, wanting and expecting to do well in school.

BGCP is the largest youth development organization in Silicon Valley, actively serving 1,400 youth in our clubhouses and school sites in East Palo Alto, eastern Menlo Park, and Redwood City with 150 employees and a budget of \$5.3 million.

***Program Description:***

In partnership with the Ravenswood City School District and the Redwood City School District, BGCP runs after-school programs at four school sites: James Flood School, Belle Haven Elementary School, Taft Community School, and Hoover School. The school-site programs run for 175 days (Redwood City) or 180 days (Ravenswood) during the school year, and some offer summer sessions as well. The programs are designed to expand on the school day by offering dynamic academic, arts, recreational, and other enrichment activities, as well as a focus on middle school and high school preparation, to students in kindergarten through eighth grades. Drawing on best practices in youth development and education theory, staff members guide students to build academic and life skills in a meaningful and fun context.

The staff at each site is comprised of a full-time School Site Unit Director, two part-time Assistant Directors, credentialed teachers, and academic mentors. The programs also partner with other community-based organizations and individual volunteers to provide a well-rounded after-school program.

### **Program Goals:**

- Increase positive academic behaviors
- Develop positive attitudes/youth development indicators
- Provide positive supports and opportunities for members
- Increase parent/guardian engagement and satisfaction
- Guide scholars to actively select their high school and enroll in college prep classes
- Increase scholars' academic achievement

### **POSITION OBJECTIVE**

The Assistant Director will work collaboratively with the School Site Unit Director, other Assistant Director, after-school program mentors, and school staff to run an after-school academic and enrichment program. The program is designed to give students homework support and academic and enrichment activities to improve their school outcomes and interest in learning.

BGCP staff members are individuals committed to youth development, dedicated to quality service to youth and families, and capable of building positive relationships with youth. The Assistant Director will be responsible for assisting the Site Director in site and program management. In addition, the Assistant Director may be responsible for substitute teaching in a class of 20 students or providing assistance to classroom staff as needed.

### **JOB DESCRIPTION:**

Detailed responsibilities, which will be divided between the two Assistant Directors at each site, include:

#### **Program Management**

- Assist in developing and monitoring instructional plans for each grade level based on instructional goals and assessment data as well as the needs/interests of students, parents, and school staff in order to help all members achieve proficiency in reading, writing, and math.
- Collaborate with school staff to align programming with the missions of the school and BGCP and coordinate academic efforts regarding individual members.
- Assist with curriculum and program development.
- Assist with lesson planning and purchase of classroom and activity supplies.
- Coordinate programming with partner community-based organizations and volunteers.
- Be an active leader in developing a positive staff culture. Inspire staff to strive toward attaining the BGCA and BGCP visions and goals and ensure that staff members adhere to BGCP and school-wide behavior and discipline policies.
- Help manage staff schedules and create staff meeting agendas.
- Support the evaluation of staff needs for professional development and the coordination of staff trainings and teaching observations.
- Contact parents with concerns about individual students' attendance and homework habits, as well as academic and social abilities and needs. Respond to messages from parents promptly.
- Help lead parent orientations and Neighborhood Advisory Group meetings (in Spanish) and encourage parent participation in program- and school-wide events that increase parents' connection to and involvement in their child's school and education.
- Manage program volunteers.

#### **Administrative/Site Management**

- Greet, monitor, and track all members and visitors, including parents and volunteers.
- Track program and membership data for reports.
- Enter employee timesheets into payroll system and help ensure timely and accurate tracking of employee hours.
- Ensure that all program spaces are neat and organized and foster physical and emotional safety. Maintain positive relationships with facility managers on campus to ensure that the program uses school space responsibly.
- Set high expectations for members and demand compliance.
- Help plan and execute special events and fieldtrips.
- Communicate and disperse information about events and activities to members, families, and the public. Ensure that all information dispersed is up to date and accurate.
- Support BGCP events and general organizational needs as appropriate.
- Help write, translate, and distribute program newsletters and other documents.
- Answer phone calls.
- Help prepare credit card statements and track expenses.
- Undertake other administrative tasks as assigned.

**Mandatory Requirements:**

- availability to work 28 hours each week during after-school hours
- at least one year's experience working with children in an academic setting
- current or graduated college student with at least 48 units or ability to pass equivalency test
- strong communication skills, both written and verbal
- energy, leadership skills, strong initiative, ability to motivate through positive reinforcement
- cleared background check and history indicating fitness to work with children
- negative TB Test results
- current CPR/1<sup>st</sup> Aid certification (within 90 days of employment)

**Preferred Qualifications:**

- knowledge of effective teaching methods and curriculum development and ability to design programs to meet the learning needs of elementary school students preferred
- Spanish language skills

**TO APPLY:**

Please email your resume and cover letter to Gayle Crossley, Human Resources Director at [gayle@bgcp.org](mailto:gayle@bgcp.org). In your cover letter, please include information about your experience working with, and/or developing programs for, children. Also comment on your Spanish language skills.