



**BOYS & GIRLS CLUBS**  
OF LAS VEGAS

## **Full-Time Employment Opportunity** **Andre Agassi Clubhouse**

**(Grant funded position - duration of employment is contingent upon funding)**

<b>Position Title:</b>	Education Director/Elite Sports Programs	<b>FLSA:</b> Exempt
<b>Reports To:</b>	Clubhouse Director	

**Job Summary:** Responsible for administering the education component of the elite sports programs. Plans, develops, implements and supervises education program and program volunteers, and performs related administrative duties.

### **Major Duties and Responsibilities:**

1. Plans and oversees the administration of education program and activities, including:
  - ◆ Establishes education program objectives consistent with organizational goals and mission.
  - ◆ Oversees the provision of day-to-day program activities in accordance with established standards and goals.
  - ◆ Designs and implements weekly enrichment sessions that promote college readiness skill, academic excellence and character development in tennis players.
  - ◆ Conduct weekly one-on-one meetings with tennis players to implement college preparation activities.
  - ◆ Provides additional academic support as necessary, including tutoring, test preparation, and connecting members with outside resources.
  - ◆ Demonstrates leadership to assure conduct, safety, and development of members.
2. Establishes and maintains education program goals and settings that ensure the health and safety of members, staff, and visitors. Ensures the safety and security of the education program area, property and equipment. Understands and effectively communicates standards of program; program area is safe, well ventilated, and well lit; and that the equipment is maintained in good working condition. Ensures written consent of parents or guardians on approved BGCLV field trip forms prior to transporting youth and ensures that field trip safety guidelines are strictly enforced. Enforces and abides by Clubhouse rules, organization policies, procedures and practices.
3. Develops and fosters a positive climate for youth development based on the mission and goals of the Boys & Girls Clubs of Las Vegas.

4. Tracks program participants' grades and works closely with elite program coach to monitor each individual player's progress and address their academic needs. Responsible for collecting report cards, progress reports, and other college preparatory documentation from each player to ensure academic eligibility.
5. Provides guidance and direction to elite sports program members on a daily basis. Establishes standards, expectations, and consequences for appropriate youth behavior. Applies consequences that are fair, consistent and age appropriate. Assesses member behavior needs and recommends plan of action. Provides written documentation for behavioral issues.
6. Communicates program requirements, expectations and consequences through the creation and maintenance of an annual elite sports program handbook, visually in the program area, and verbally to members and parents on a regular basis. Works with parents to promote understanding of program requirements, expectations and consequences, and how parents can support success. Tracks member activities to meet program expectations and requirements and apply consequences as necessary.
7. Assists in the development of opportunities for elite sports program members through community outreach. Develops relationships with the schools program participants attend. Meets with individual teachers, guidance counselors, or other school representatives when necessary.
8. Plans, oversees and implements education programs and activities. Evaluates education program on a continual basis utilizing a variety of evaluation techniques including parent and player surveys, and ensures that the program and activities address the needs of members.
9. Provides guidance services to members to assist them in fulfilling and making appropriate choices in educational, personal, physical, social, emotional, and vocational needs.
10. Performs administrative functions for education program and activities within assigned resources. Utilizes and ensures the use of information technology for communication, reporting and scheduling. Maintains proper recordkeeping and ensures accurate reporting of education programs and activities, events, program summaries, program evaluations, breakdowns of daily participation figures, notable achievements and any problems/issues.
11. Recruits and coordinates education program volunteers. Provides supervision, training, performance guidance, assistance, and resource information to program volunteers. Manages volunteers who assist with day-to-day programs and activities in accordance with established standards and goals.
12. Works closely with elite sports coach to plan and implement special events including awards and recognition events, field trips, college tours, and other events that promote program goals.
13. Promotes and markets education programs to members via posting of daily schedule, announcements of upcoming events.
14. Communicate regularly with the Andre Agassi Charitable Foundation on program's progress, goals, etc.

### **Additional Responsibilities:**

1. May participate in the implementation of other Clubhouse activities as necessary.
2. May be required to drive Club van periodically.
3. May provide attention and direction to special needs children.
4. May consult with parents concerning member and Clubhouse issues.
5. May be assigned other responsibilities as requested by supervisor.

### **Relationships:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), elite program coaches, Club members and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions, instruct and advise/counsel.

**External:** Maintains contact as needed with external community groups, schools, members' parents, the Andre Agassi Charitable Foundation and others to assist in resolving problems.

### **Skills/Knowledge Required:**

- ◆ Four-year degree in related field (preferably education) from an accredited college or university and a minimum of one year work experience in a Boys & Girls Club or similar organization, planning and implementing activities based on the developmental needs of young people. ***Official college transcript required.***
- ◆ Proficient in Internet use and Microsoft Office.
- ◆ Ability to deal effectively with multi-age children, small groups of children in activities and free play, and large groups of children in organized activities.
- ◆ Demonstrated ability to handle multiple demands from several people.
- ◆ Ability to interact well with the public and co-workers.
- ◆ Ability to meet deadlines with severe time constraints.
- ◆ Demonstrated ability to take responsibility for the safety, well-being, and work output of others.
- ◆ Strong communication skills, both verbal and written.
- ◆ Group leadership skills, including an understanding of group dynamics.
- ◆ Demonstrated organizational abilities.
- ◆ Mandatory CPR and First Aid Certifications.
- ◆ Bilingual (English/Spanish) preferred.

### **Physical Requirements:**

- ◆ Ability to sit, walk and stand for prolonged periods, and walk quickly on occasion
- ◆ Ability to bend or twist at the neck and trunk to supervise youth
- ◆ Ability to squat, stoop and kneel to access low level storage areas, cabinets and supplies, and to work with small children

- ◆ Ability to reach forward and above the head to access high shelves, supply areas, etc.
- ◆ Ability to repeat the same hand, arm or finger motion; occasional typing
- ◆ Ability to grasp and hold a variety of items
- ◆ Ability to climb ladders and step stools for access to high shelves, decorating program areas & bulletin boards, etc.
- ◆ Manual and finger dexterity sufficient to produce a wide variety of projects, make minor equipment repairs, etc.
- ◆ Ability to lift articles weighing up to 25 pounds from floor to waist, waist to shoulder, and shoulder to overhead for stocking shelves and other supply areas
- ◆ Ability to carry items up to 25 pounds
- ◆ Ability to work inside and outside, in temperatures above 100 degrees (seasonally/occasionally), on slippery surfaces and in inclement weather for brief periods of time (such as walking youth to school in the rain)
- ◆ Ability to work in confined spaces and/or cramped body positions such as closets and other storage areas
- ◆ Ability to work in loud noise areas with hearing protection, when needed, such as busy programs areas where many youth are assembled for activities
- ◆ Ability to work in athletic environment around team sports occasionally
- ◆ Ability to see distant and close objects clearly and with good depth perception for supervision of youth
- ◆ Ability to hear conversations in both a noisy and quiet environment, and ability to tell from where a sound is coming
- ◆ Ability to discern differences among bells, buzzers, beeps, horns, etc.
- ◆ Ability to effectively communicate through speech
- ◆ Ability to effectively work alone (not within shouting distance of others)
- ◆ Ability to occasionally work occasional irregular or extended hours
- ◆ Ability to work with oils or petroleum products and chemicals such as solvents and degreasers
- ◆ Ability to work with certain types of gases, fumes or sprays.

**Driving Position: Must be at least 25 years of age, with valid Nevada driver license and good driving record in order to transport passengers as mandated by our insurance company. Occasional local and distance driving may be required.**

***Salary Range \$33,000 to \$37,000 & Benefits***

***Fingerprint Background Checks & Drug Testing Required  
As Conditions of Employment***