



Academic Success Director

UNIT/LOCATION: Crestmont

TYPE OF EMPLOYMENT: Salaried Full-Time

WORKING HOURS: 11:00 am - 7:00 pm (schedule changes, additional hours as needed)

PAY/BENEFITS: \$25,000 - \$28,000 plus benefits as described in employee handbook

DATES: Position open December 11th

JOB DESCRIPTION:

The Academic Success Director will schedule and supervise programs, track members' progress, and complete reports for the Academic Success Priority Outcome Area. The Academic Success Director will supervise part-time staff, interns, and volunteers who work in the Education Department. This position is responsible for ensuring that our members have an environment where they are able to receive instruction that leads to academic success. The Academic Success Director will work intimately with our Cook Tutoring, Indiana Kids, and Power Hour programs.

ESSENTIAL JOB FUNCTIONS:

1. Recruitment of members into the Indiana Kids and Cook Tutoring programs
2. Develop and implement high-yield learning activities for small and large groups
3. Match tutors and members for Cook Tutoring
4. Track progress of all members enrolled in Indiana Kids
5. Report attendance for all Academic Success programs
6. Submit Education Department reports to the Unit Director
7. Supervise program areas, programs, and staff
8. Assist in cleanup of program areas
9. Cultivate and develop positive relationships with members, staff, volunteers, schools, parents, and the community
10. Attend staff meetings and training sessions
11. Assume other duties as assigned

QUALIFICATIONS:

1. Bachelor's degree required
2. One year of direct youth service preferred
3. Experience in personnel supervision preferred
4. Passion for expanding education beyond the classroom

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction, and creativity.

2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers, and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

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. Just as you retain the right to resign, without notice or cause, BGCB has the same right with respect to termination. Your employment is for no definite term, regardless of any other oral or written statement by any BGCB officer or representative, with the exception of an express written employment contract signed by the Unit Director. If you understand and accept these terms, please sign below.

This job description serves as a job offer for this position. Accepting employment will be conditional upon agreeing to and signing this job description/offer.

We believe BGCB is an outstanding organization with a capable, dedicated staff. We believe you will become a valuable, enthusiastic member of our team. Welcome to the Boys & Girls Club of Bloomington!

I understand the expectations, functions, and information presented in this document that describes the _____ position.

Applicant Signature _____ Date _____

Supervisor Signature _____ Date _____

**Send cover letter, references, & resume to:
HR Director PO Box 1716 Bloomington, IN 47402**