



## **BOYS & GIRLS CLUB OF THE COASTSIDE**

### **After-School Upper Elementary Lead Teacher**

Updated March 2024

*Schedule: daily when school is in session -- 1:30 pm to 6:30pm  
School Breaks and Summers: TBD*

The Boys & Girls Club of the Coastsides serves over 1,100 youth on the isolated San Mateo Coastsides with high quality out-of-school time programming. Our programs include academic support, enrichment, and fitness after-school daily for students in grades 5 to 12 on the Cunha Intermediate School campus in downtown Half Moon Bay.

BGCC is seeking a mature, experienced educator to join our team in a new role helping to expand and strengthen our growing upper elementary school program. The program currently serves 20 5<sup>th</sup> grade students daily after-school and will be expanded in both size and scope in the upcoming (24-25) school year.

The ideal candidate will have experience developing exciting and varied curriculum for upper elementary school age students (grades 4 and 5), a commitment to quality and safety; a willingness to work directly with youth and enthusiastic attitude about our organization and the young people we serve. This position requires strong organizational skills, the ability to foster positive relationships with parents and teachers, and a passion for promoting academic and personal growth in children.

### **Key Roles & Responsibilities**

- Develop and implement innovative and engaging curriculum and activities tailored to 4<sup>th</sup> and 5<sup>th</sup> grade students ensuring they complete daily school homework and have a variety of structured supervised activities each day.
- Ensure afternoon program activities are clearly defined and are consistent to ensure stability. Share weekly plans with Leadership in advance.

- Lead and supervise a daily walking bus from Hatch Elementary School to the BGCC site at Cunha daily ensuring the safe movement of youth.
- Monitor student attendance using BGCC Member Tracking System, MyClubHub, a Salesforce application. Communicate with parents and BGCC leaders when students are missing the program regularly.
- Collaborate with Hatch teachers to monitor and support the academic and social progress of students.
- Communicate effectively with parents regarding student progress, behavioral issues, and upcoming activities.
- Work closely with our Youth Behavioral Specialist and ensuring that discipline plans are followed and communication is consistent
- On a weekly basis ensure supplies are ready for activities and shared space such as center center/soccer field is coordinated with the rest of the BGCC after-school programs.
- Collaborate with community partners to design and execute field trips that expose Members to the resources surrounding them. Many field trips are coordinated on foot during program time. Others will use public and rented transport on extended days.
- In collaboration with the Program Director and Marketing Associate develop materials to promote the program to parents. Ensure enrollment targets are met.
- Supervise volunteers – both adults and high school students completing community service requirements – ensuring they add value to the program, adhere to all safety protocols and have a positive experience.
- When school is out of session during breaks (Thanksgiving, Presidents Week and Spring Break), BGCC offers day camps for younger elementary students. With other staff, help to design and implement engaging age-appropriate activities for participating campers.
- Maintain a safe and secure environment by adhering to school and BGCC safety policies. Ensure that Big Five responses are practiced and understood by students, staff and volunteers.
- Manage after-school elementary resources including supplies, materials, and equipment. Ensure that orders are placed in advance and monitor inventory. Ensure that damage is reported and corrected in a timely manner.

### **Additional Responsibilities**

- Serve as thought partner to Executive Director, Senior Program Director, and Site Director on continually improving program designs, enrollment campaigns, retention strategies, staffing challenges and special events.

- With Site Director and Senior Program Director support Youth Development Professional's (program staff) with real time coaching and continually showcase best practices in after-school programming.
- Ensure a team-based work environment by communicating effectively and positively with supervisors, colleagues, parents, volunteers and the public.
- Attend all required BGCA programs/events/training when applicable.
- Support in the development of our Summer Camp Program.
- Lead training workshops on elementary school related topics to help build the capacity of other staff.

### **Key Qualifications**

- Bachelor's degree in education, child development, or a related field (or equivalent work experience) is preferred.
- Prior experience working with elementary school-aged children in an educational or youth development setting.
- Knowledge and understanding of child development principles and best practices in after-school programming.
- Familiarity with various learning styles and the ability to adapt activities to meet individual needs.
- Creativity and enthusiasm to design engaging curriculum and activities.
- Ability to lead and engage students in outdoor sporting activities.
- Strong organizational and time management skills, with the ability to multitask and prioritize responsibilities effectively.
- Deep understanding of and connection to the community being served.
- Bilingual proficiency in Spanish.
- Strong communication skills to interact with students, parents, and teachers effectively.
- A genuine passion for working with children and helping them reach their full potential.
- First Aid and CPR certification is desirable.
- Ability to pass required background checks.
- Classroom management skills to maintain a positive and structured learning environment.
- Conflict resolution skills to address any issues that may arise among students
- Collaboration skills to work with staff members and BGCC leadership.

Join our team and make a difference in the lives of children in our community!

### **Compensation and Benefits**

Salary range is \$20-30/per hour and dependent upon skill and experience.

### **How to Apply**

Complete the on-line application, linked [here](#) (or on our website at <https://bgccoastside.org/careers/>) and submit including a resume or LinkedIn profile.

Application review will begin April 22<sup>nd</sup>. We hope the new candidate can begin in May.

### **Questions?**

Contact Rolando Madrid at [rolando@bgccoastside.org](mailto:rolando@bgccoastside.org) or 650-712-9710.

**BGCC is an equal opportunity employer** and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **Disclaimer**

The information presented indicates the general nature and level of work expected of this employee. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.