



BOYS & GIRLS CLUB

**OF BURBANK AND GREATER
EAST VALLEY**

Job Description

Title: Enrichment Curriculum Manager

Education Level: BA in Education and/or equivalent nonprofit experience

Position: Full Time

Work Schedule: Monday- Friday 9:00 AM - 6:00 PM, additional hours as required to meet job requirements

Reports to: Director of Impact

Salary: \$70,000 to \$75,000

Job Summary: The Enrichment Curriculum Manager is responsible for the delivery of a broad range of outcome-driven programs at the main club, Archdiocese, and LAUSD ASES sites. The Enrichment Curriculum Manager is responsible for the delivery of BGCA-approved curriculums including but not limited to Positive Action, Smart Moves, Journey, Triple Play, and Passport to Manhood. The Enrichment Curriculum manager will also be responsible for the researching and delivering non-BGCA curriculums that best fit the needs of the members. The Enrichment Curriculum Manager supervises specialty staff including the Director of Athletics, STEM Coordinator, Psychomotor and Art Director, and provides support to them in the planning, development, implementation, and evaluation of programs for youth between the ages of 5 and 18 at all sites. The Enrichment Curriculum Manager will also responsible for tracking what programs took place and attendance for the purpose of the Annual Report. The Enrichment Curriculum Manager's primary concern is quality programming and service delivery. Enrichment Curriculum Manager also supports our priority outcome areas of Academic Success, Health Lifestyles, Good Character, and Citizenship.

Responsibilities Overview

- Responsible for researching, implementing, and facilitating enrichment curriculums to be run at designated sites.
- Creates a schedule and tracks what programs are being run at each school site with the support of the Director of Impact.
- Responsible for training club staff on identified curricula.
- Supports all direct report program staff with the scheduling of all programs.
- Oversee program planning and assist the Manager of Enrichment Sites and Director of Enrichment Sites with developing programs for all sites.
- Evaluate program effectiveness at each site through methods including surveys and assessments.
- Ensures site staff are implementing programs and program evaluations at school-based locations. (LAUSD and Archdiocese and Main Club staff)
- Meets the requirements of grant-funded programs and works closely with the Director of Impact to ensure timely outcome reports are being submitted.
- Increase the visibility of Club programs by posting of daily schedule, announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through necessary media.
- Oversee proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements, and any problems/issues.
- Reviews and approves time sheets.
- Conducts annual performance appraisals of designated staff.
- Manages supply/activity expenses and purchase supplies for all programs.
- Hold and preside over bi-weekly staff meetings in partnership with the Director of Impact.
- Keep program details and parental information current, and ensure parents are informed about any updates or changes.
- Attend mandatory staff meetings and staff training sessions.



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- Perform additional duties, tasks, and responsibilities as necessary or as assigned by the Membership Manager or other administration.

Knowledge/Skills Required

- Experience developing and implementing various curriculums
- Ability to facilitate enrichment curricula for school-age youth.
- General knowledge and understanding of STEM, Arts, and Athletics programming.
- Bachelor's degree from an accredited college or university in education.
- A combination of additional education and experience is acceptable.
- Excellent communication skills, both verbal and written.
- Computer literacy in Microsoft Windows and Microsoft Office or similar programs.
- Proven ability to organize, budget, plan and implement projects with multiple deadlines.
- Proven conflict resolution skills as well as keen patience and understanding.
- Excellent planning and organizational skills.
- Familiar with the principles of youth development.
- Ability to work independently and in an undefined environment
- Ability to work collaboratively with diverse communities and groups.
- Working knowledge of budget preparation, control, and management.
- Valid State Driver's License.
- Must be able to drive own vehicle.
- CPR and First Aid Certification.
- Ability to recruit, train, supervise, and motivate high-performing staff.
- Ability to establish and maintain effective working relationships with others.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to move/traverse, remain in stationary position for extended periods of time; talk and hear or communicate information and ideas so others will understand and address surroundings for safety concerns; handle or feel objects, tools or controls. The employee is occasionally required to ascend/descend or balance; position self to access lower level items; and may be infrequently required to traverse quickly. The employee must be physically able to keep children safe in an emergency.

The employee must occasionally move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate in office settings to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys & Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.



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The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.