



## JOB DESCRIPTION

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**Job Title:** Curriculum Specialist  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt (Full-Time, Salaried)  
**Approved Date:** Revised 8/25/21

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### **PRIMARY FUNCTION:**

Responsible for development, implementation and assessment of outcome-driven programs that support Healthy Lifestyles, Academic Success and Character & Citizenship. Abides by and supports the Club mission to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

### **KEY ROLES (Essential Job Responsibilities):**

#### *Programming*

- Implements a broad range of programs and activities in the areas of Healthy Lifestyles, Academic Success and Character & Citizenship, including specific Boys & Girls Clubs of America/Boys & Girls Clubs of La Porte County programs as directed by the Director of Operations.
- Develops and implements new programs that are responsive to Club member/community needs.
- Develops and implements measurement tools; collects, maintains and reports on data related to program participation and outcomes; makes program modifications as necessary to ensure maximum benefit to members.
- Ensures BGCLPC staff members are fully trained on specialized curriculums and general programming best practices to help ensure maximum impact for Club members.
- Works with other leadership staff to create a programming schedule that is responsive to Club member/community needs.
- Oversees program delivery, insuring consistency and strong outcomes across all sites.

#### *Resource Management*

- Manages financial resources, participating in the development of annual budgets for specific programs.
- Controls expenditures against budget; makes recommendations for expenditures to purchase supplies and equipment.
- Ensures strong administrative and reporting systems are in place with respect to programming.

#### *Partnership Development*

- Develops and maintains collaborative relationships with social agencies, community organizations, businesses and other potential programming partners.

#### *Community Outreach*

- Schedules, plans and executes Club member, family engagement and community events that further program objectives.

### **ADDITIONAL RESPONSIBILITIES:**

- Attends BGCLPC or community events as needed.
- Attends staff meetings at individual Clubs, Club Extensions and areas as needed.
- Assists with cleaning/sanitizing tasks pursuant to Club, state, local and national requirements.
- Assumes other duties as assigned.

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer) and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions, instruct and advise/coach.

**External:** Maintains contact with external community groups, schools, Club members, family members and others to further collaborations and program delivery.

**SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor’s degree from an accredited college/university or equivalent experience required.
- Past experience with Boys & Girls Club or similar youth serving organization preferred.
- Demonstrated ability regarding program development, implementation and assessment.
- Strong written and verbal communication skills.
- Knowledge of youth development best practices.
- Ability to work during Club hours as needed.
- Ability to work effectively with children, family members, Club staff, organizations, community groups and the general public.
- Ability to motivate youth and constructively manage behavior challenges.
- Working knowledge of budget preparation, control and management.
- Ability to obtain CPR and First Aid Certifications.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

**Physical Requirements:** Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day-to-day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at one of the Boys & Girls Clubs of La Porte County sites. The noise level in the work environment is usually moderate to loud.

**Boys & Girls Club of La Porte County is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion or transfer of qualified personnel, or in the administration of personnel practices, on the basis of any characteristic that is protected by state or federal law.**

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. 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.

**I have reviewed this job description and I understand the job requirements and responsibilities.**

Signed by: \_\_\_\_\_  
(Employee) (Date)

Approved by: \_\_\_\_\_  
(Chief Executive Officer) (Date)