



**DONALD W. REYNOLDS
BOYS & GIRLS CLUB**

Job Description

Position Title	Learning Loss Prevention Coordinator
Organization	Donald W. Reynolds Boys and Girls Club
Department	Youth Development
Address	560 N. Ruppel Rd., Fayetteville, AR, 72704
Supervisor Name	Paul Gehrki/Allyssa Hicks
Supervisor Contact	479-442-9242/ paul@fayettevillekids.org

OVERVIEW OF ORGANIZATION

The Donald W. Reynolds Boys & Girls Club is a non-profit 501 (C)(3) organization currently serving over 10,000 community members per year. Formerly known as the Fayetteville Youth Center, the Club has over 75 years of service to youth and families in the local community. It is our mission to provide a safe place during the out of school time hours, where children are provided with opportunities to reach their full potential and encouraged to pursue their dreams.

TERMS OF EMPLOYMENT

- A. BACKGROUND CHECKS:** This position requires the following background checks.
 - a. Criminal Record Check
- B. ELIGIBILITY**
 - a. Be a currently enrolled, undergraduate student who will be returning to college as a full-time (12 credit hours) sophomore, junior or senior in the fall of 2022.
 - b. Submit written enrollment verification from their college or university confirming the student's enrollment status to United Way of Northwest Arkansas.
 - c. Must be legally authorized to work in the United States.
- C. WORK SCHEDULE & CONDITIONS**
 - a. This is a full time (35 hours per week) position.
 - b. This position is not eligible for vacation or holiday leave during employment. If a student is sick, they must notify their host site as soon as possible and work out arrangements with their supervisor.
- D. BENEFITS**
 - a. SALARY. The individual shall receive a \$4,200 salary distributed bi-weekly in equal amounts for the duration of employment.
 - b. PROFESSIONAL DEVELOPMENT. The United Way of Northwest Arkansas will provide an orientation and two professional development sessions to the employee.
 - c. TRAINING. The student will complete an onboarding process. During this process, the student will undergo the New Hire Orientation where they will learn about the history of our organization, the mission, and how their internship is connected to the mission of our organization. The individual will be introduced to company policies and procedures. There will also be opportunities for the student to access an abundance of resources



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through BGCA.net including step-by-step guides, tutorials, online trainings, and webinars.

- d. MENTORSHIP. The Donald W. Reynolds Boys and Girls Club understands how important it is to have professional support to aid in a student's success. Based off the student's needs, our organization will offer multiple mentorships as a team. We believe that we can offer the student a wide array of knowledge through specific skill sets of individuals within our organization.
- e. NETWORKING. The student will be able to apply networking skills through interacting with community groups and board members. They will have the opportunity to attend one of our board meetings in which they will present the development of the Summer Brain Gain curriculum. The student will also have the opportunity to attend professional organization meetings with staff members.

E. EVALUATIONS

- a. The employee will receive an evaluation of their performance at the end of their employment from their direct supervisor. The evaluation also includes a self-evaluation and program evaluation.
- b. Our Assistant Director of Operations will conduct a bi-weekly performance and program evaluation to discuss the student's experience with our organization. The bi-weekly evaluations will give the student an opportunity to make necessary improvements for a better experience at our organization.

Organization Overview

RESPONSIBILITIES

A. POSITION PURPOSE

- a. The Learning Loss Prevention Coordinator is responsible for fulfilling the objective of Summer Brain Gain as it pertains to the program development of our youth participants. Summer Brain Gain is a summer learning loss prevention program developed specifically for Boys & Girls Clubs to encourage active learning. Under the supervision of our Assistant Director of Operations, this individual is expected to aid in providing fun, themed activities to children and their families in order to maximize the academic success of youth while school is out of session.

B. DUTIES

- a. Ensure that Summer Brain Gain topics and program content are high-quality, participant-centered and responsive to youth participants' academic needs.
- b. Establish and maintain strong rapport with youth participants.
- c. Coordinate with Summer program staff regarding overall daily educational activities with the primary concern for program development.
- d. Assess the effectiveness of the developed Summer Brain Gain curriculum.
- e. Develop and maintain public relations to increase the visibility of programs, services and activities within the Club and the community.

C. COMMUNITY IMPACT



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- a. Serving up to 200 children daily in the summer, our programming has the potential to make a lasting impact on the young members of our community. The majority of the children who enroll in our summer program are awarded a need-based scholarship, ensuring that anyone, no matter their family's financial situation, can participate. The implementation of a high-quality educational curriculum during our summer programming will continue participants academic development over the lengthy break and help to prevent summer learning loss. By making these learning opportunities available, the Boys & Girls Club can help our young members reach their full potential and become future leaders in the Northwest Arkansas community.

QUALIFICATIONS

- A. Strong organizational skills
- B. Great writing, editing, and verbal communications skills
- C. Passion for curriculum development, exhibited through learning and creativity
- D. Be able to apply relevant course work to program curriculum development

LEARNING OBJECTIVES

A. CAREER DEVELOPMENT

- a. Knowledge of Curriculum Development- The student will be able to plan, develop, implement, and evaluate program curriculum. With the world constantly changing in relation to new curricula, the student will be able to adjust to these changes to improve the learning experience for program participants.
- b. Community Engagement- The student will be able to promote community involvement through the exposure of program curriculum and resources. Communication with external community groups, schools, members' parents and others to assist in program curriculum development will be supported.

B. SKILL DEVELOPMENT

- a. Communication Skills- Student will learn how to clearly articulate program needs, as well as feedback to program staff and directors.
- b. Analytical Skills- Student will learn how to assess curriculum data and make recommendations or improvements that is contingent with their analysis.
- c. Decision-Making Skills- Student will have the opportunity to make informed decisions with consideration of alternative options, prioritizing, goal-setting and the best interest of the program curriculum.
- d. Interpersonal Skills- Student will learn how to work in a team environment and establish positive working relationships with staff members.
- e. Leadership Skills- Student will learn how to manage and give effective feedback to program staff.
- f. Time-Management Skills- Student will learn to manage multiple priorities and be attentive to details.



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C. PERSONAL GROWTH AND DEVELOPMENT

- a. Soft Skills- The student will improve on soft skills such as critical thinking, problem-solving, communication, and leadership. The skills necessary to interact effectively with others will be encouraged.
- b. Increased Confidence- Throughout the internship, our organization will strive to provide an experience in which the student will feel as though they have the capabilities and attributes to make a difference in the lives of others. We hope that we can provide them with the tools to successfully achieve goals even when faced with adversity.
- c. Intellectual Growth- By utilizing the knowledge of our staff, and the resources available through Boys and Girls Club of America, we believe that this individual will be able to learn how to develop curriculum in a real-time environment.
- d. Exposure to Cultural Diversity- The student will be exposed to individuals of different races, religions, socioeconomic statuses, etc. Being exposed to cultural diversity will give the student experience in working with individuals of diverse backgrounds and perspectives. This will help in emerging the student's cultural awareness in the world.