



320 N. 4<sup>th</sup> St.  
Rapid City, SD 57701  
605-343-3500  
[www.theclubforboys.org](http://www.theclubforboys.org)

## **Director of Educational Services Job Description**

### **Our Work**

The Club for Boys is a nonprofit organization in Rapid City offering a quality afterschool and summer program for boys. The annual membership is about 1200 boys, ages 6-17; 76% of the boys live in households that meet USDA poverty guidelines for free and reduced-fee meals and 55% of the boys are members of a minority group.

**Mission:** The Club for Boys is dedicated to providing positive experiences that develop self-esteem and character in a caring, safe and fun environment for all boys.

**Vision:** By striving to fulfill its mission on a daily basis, the Club for Boys is committed to meeting its vision of helping all boys meet their needs today so they can fulfill their potential tomorrow.

### **Job Summary**

The Educational Services Director is responsible for overseeing the education program at the Club which has the overall goals of encouraging high school graduation, career exploration and post-secondary education. There are activities for all boys (homework help, strategy games, online computer programs, STEM projects, life planning, etc.) plus activities focused on helping a smaller number of boys with academic challenges. This position reports directly to the Executive Director and supervises the assistant educational services director and teachers who provide tutoring and homework help. This is a salaried position with a salary range of \$45,000-\$60,000 depending on qualifications; the Club also offers health insurance and has a retirement plan.

### **Essential Responsibilities**

- Designs and supervises the Club's general educational services programming at the elementary, middle and high school levels. Works closely and coordinates with the assistant educational services director, high school director and middle school director.
- Develops and implements a smaller, supportive program at the elementary, middle and high school levels with an emphasis on boys who are homeless or at risk for being homeless due to poverty or significant housing issues. The supportive program is for both boys who need academic help and those who need encouragement.
- Serve as the liaison with those outside the Club involved in the supportive program: parents, teachers, school counsellors/administrators.

- Organize and cultivate adult volunteers who want to assist with homework help.
- Hire and supervise credentialed school teachers to assist in tutoring and homework help at the elementary, middle and high school levels.
- Prepare annual budget for educational services.
- Serve as liaison with the Rapid City Area School System.
- Prepare for the possibility of the Club becoming a GED preparation site.

## **Qualifications**

- Bachelor's degree or higher required with state certification and prefer endorsement in literacy or math.
- Experience with at-risk students.
- Knowledge of and connections to the community.
- Strong interpersonal skills and ability to develop relationships with Club members.
- Proficiency in computer skills and knowledge of educational online programs.
- Driver's license and car insurance
- Must be able to excel in a team environment and support the mission of the Club.
- Must be willing to stay in this position for at least two years.

## **The Club for Boys is an equal opportunity employer.**

Interested applicants should submit cover letter, resume and salary requirements to:  
Doug Herrmann, Executive Director: [dough@theclubforboys.org](mailto:dough@theclubforboys.org)