



Position Title: **College & Career Bound Program Coordinator**

Department: UBGC

Reports to: VP of Operations and Club Director

Posting Date: 08/18/2023

Closing Date: Posted till filled

Status: Full-Time / Non-Exempt

Pay Range: \$22-\$24 /hr.

Days: Monday-Friday. Occasional Saturdays

Hours: 40 hrs./week

Benefits: Yes (First of the month following the probationary period).

Primary Function:

This position requires consistent and effective collaboration with students, parents, staff and volunteers to ensure the quality of college preparation group activities meet the College Bound Program for the Club objectives. The College Bound Coordinator will review and monitor student progress in school and tutoring and identify appropriate interventions when necessary. Success will be measured by the achievement level of students in the College Bound Program, by the number of special initiatives implemented and by the quality of collaboration with families and staff.

Key Job Responsibilities:

- In consultation with the VP of Operations and the Club Director, the College Bound Coordinator will assist in executing strategic vision of the College Bound Program. This responsibility will require structuring the most effective tutoring and academic environment for students while keeping in mind logistics, given resources and objectives.
- The Coordinator will be responsible for coordinating the College Bound program at all UBGC of SBC Clubs
- The Coordinator will be responsible for traveling from site to site to facilitate the program.
- Will work in collaboration with Teen Director at each club to facilitate the College Bound program.
- The Coordinator will be responsible for monitoring this program's budget and expenditure.
- Responsible for supporting all volunteers, tutors, case managers and/or program assistants connected to the College Bound Program including regular meetings, reviews, and professional feedback. Regular coordination with other sites' (local high school) educational programs would also be necessary to ensure maximum member impact.
- Develop and maintain strong relations with families in the College Bound Program. This responsibility will require regular contact with parents to inform them of member progress and program vision. The Coordinator will have to create and execute a plan for making parents accountable to program participation requirements and reviewing their commitment.
- Create and execute an annual action plan for the College Bound Program including end of year objectives, main activities, and assessment measures with the Club Director and VP of Operations.
- Supervise and monitor the tutoring and case managing of middle and high school members.
- Coordinate special projects to increase college awareness among members including arranging guest speakers, college visits, college awareness/related events and workshops.
- Help to recruit and train new staff and volunteers.
- Help to recruit new members for College Bound Program.
- Coordinate and facilitate important program activities like parent events, trainings and fundraisers.
- Create an academic plan for each member and case manage members on a regular basis.
- Other various duties as assigned

Qualifications:

- Minimum 4 year college degree, preferable a Masters in Social Science/Education and/or teaching credential.
- Passion to work with youth of various ages
- Ability to deal effectively with members, including discipline problems
- Adaptability and flexibility to changes in work environment
- Cleared background check and drug screen

Physical Requirements/Work Environment:

Typically works in an indoor and outdoor environment with frequent walking excursions. Ability to lift at least 20 pounds. Ability to work with frequent interruptions and changes in work priorities, ability to prioritize tasks, ability to maintain confidentiality.

I HAVE READ AND AGREE TO CARRY OUT THE ABOVE-STATED JOB DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

Supervisor Signature

Date

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job.