



BOYS & GIRLS CLUB
OF DANE COUNTY

BOYS & GIRLS CLUB OF DANE COUNTY OPEN POSITION ANNOUNCEMENT

TITLE: College Ready Scholars Coordinator – Verona Area High School

JOB TYPE: Full time

LOCATION: Position will work at Verona Area High School (VAHS)

REPORTS TO: AVP of College Partnerships and Special Projects

SALARY: Range of \$30,000 – \$35,000 commensurate with experience

BACKGROUND:

College Ready Scholars (CRS), a partnership between Verona Area High School and The Boys and Girls Club of Dane County, supports 9th-12th grade students. Our goal is to ensure that every member of the program is equipped with the academic and personal tools to graduate from high school and be prepared for college enrollment and completion.

POSITION SUMMARY:

College Ready Scholars includes a college readiness curriculum, tutoring, targeted case management, college field trips, family involvement, and college application process support. The College Ready Scholars Coordinator is responsible for the day-to-day oversight and management of the tutor room, program components and implementation. The CRS Coordinator will be a Boys and Girls Club employee, but placed at VAHS.

WORK SCHEDULE:

This is a full-time (FTE) salaried position. This position will be present during school hours, with some after-school time and occasional full-day college visits and evening events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage the day-to-day oversight of the College Ready Scholars tutor room.
- Support the full-time AmeriCorps PASS member in partnership with the AVP of College Persistence and Special Projects.
- Coordinate volunteer and tutor schedules to ensure that appropriate matches are made with students based on their academic needs.
- Attend and support CRS classes (3rd period: 10am-12:00pm and 6th period: 1pm-2:30pm).
- Support the planning and coordinating of 2-3 college and/or career visits per semester in partnership with the administrative assistant.
- Support the planning and coordinating of 2-3 guest speakers or unique workshops in partnership with the administrative assistant.
- Support the part-time Coordinator with Case Management of program participants by:
 - Building relationships and trust of students
 - Tracking grades and missing assignments
 - Meeting with student monthly for check-ins
 - Developing individualized improvement plans with students as needed
 - Working in partnership with the school staff to connect students to school resources as needed, and to ensure holistic support
 - Serve as an advocate for students

- Lead the planning of annual special events (i.e. fall family dinner, end of the year celebration, etc).
- Attend VAHS all Staff meetings
- Attend BGC Education Department meetings
- In partnership with the AVP of College Persistence and Special Projects and VAHS staff, conduct program assessment and data tracking

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Education, Social Sciences, or related field.
- At least 2 years of relevant professional experience: navigating school systems, direct youth service work, etc.
- Ability to work well independently as well as collaboratively in a team environment
- Excellence in peer leadership and relationship building
- Strong interest in career development, college search and application process, and experiential learning.
- Dedication to empowering youth in need of support.
- Experience in recruiting, leading and motivating volunteers
- Excellent organizational, written and verbal communication skills
- Ability to relate well to people of all ages from diverse ethnic cultural and economic backgrounds
- Ability and willingness to work occasional evening and weekend hours as needed.
- Demonstrated proficiency in MS Word, Excel, Power Point, as well as the Google versions of these (Google docs, Google sheets, Google slides, Gmail, and Google calendars)
- Bilingual (Spanish) candidates are strongly encouraged to apply.
- Reliable vehicle needed along with valid driver's license, and proof of auto insurance

BENEFITS:

- Health insurance (after 90 days)
- Dental insurance (after 90 days)
- 401K Plan (after one year of employment)

DISCLAIMER

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

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. Interested individuals are invited to submit their **resume, cover letter, salary history, and three personal references** via mail or email by **Friday, July 13, 2018**.

How to Apply:

Human Resources

Boys & Girls Club of Dane County

Attn: Ms. Glenna Scholle-Malone, AVP College Persistence and Special Projects

1818 Beltline Hwy

Madison, WI 53713

gscholle-malone@bgcdc.org

**Equal Opportunity
Employer**

We are committed to hiring high quality diverse candidates