

Name _____

Site _____



Title: Teens of Promise (TOPS) – Administrative Assistant
Pay: \$14.00/hr
Location: LaFollette High School
Reports to: TOPS Coordinators

Position Description:

AVID/TOPS is a program created by the partnership between Madison Metropolitan School District (MMSD) and the Boys and Girls Club of Dane County (TOPS - Teens of Promise). AVID/TOPS is a high-intensity, in-school and out-of-school partnership focused on supporting students to develop the writing, inquiry, collaboration, organization and reading skills needed to be college and career ready. AVID/TOPS students will increase their GPAs, attendance, high school graduation and college acceptance. Through the AVID/TOPS partnership, students receive the AVID college readiness curriculum, in addition to tutoring, college field trips, mentoring, summer internships and career exploration. The goal of AVID/TOPS is to close the achievement gap by ensuring that students, who are typically underrepresented on college campuses, graduate from high school with the skills and knowledge needed to be successful for college and career.

One of the significant aspects of the AVID/TOPS partnership is the role of TOPS Coordinators, who work at each school. These coordinators support AVID Elective Teachers, Tutors, and Students. TOPS Coordinators support tutorials and coordinate college field trips, guest speakers, mentoring, career exploration and paid internships for high school students in the program.

This position is responsible for supporting the administrative work of the TOPS Coordinator(s) at a designated high school. We are currently hiring at La Follette High School.

Work Schedule: This is a part-time (.50 FTE) position, 20 hours per week, in support of implementation of the AVID/TOPS program. The Administrative Assistant will be a Boys & Girls Club employee, but placed at LaFollette High School.

KEY ROLES (Illustrative Job Responsibilities):

Major Responsibilities – academic year:

- Assist with scheduling field trips to college campuses which includes coordinating buses, arranging itineraries and lunch and purchasing snacks.
- Assist with scheduling guest speakers, providing follow-up calls and/or sending reminders via email to community speakers.
- Data entry of Boys and Girls Club membership applications, surveys, attendance and other information that is needed for requirements with grants and the program.
- Assist TOPS Coordinators with the coordination of other school-based activities such as parent nights, tutor debriefings, after-school clubs.

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- Assist TOPS Coordinators with the coordination of collecting forms for students who will participate in summer programming (career exploration and internships).
- Attend monthly and quarterly planning meetings as needed with other Administrative Assistants and the full Education Department.
- Submit purchase requests and invoices on behalf of the site; update budget tracking tool; coordinate petty cash and credit card needs for the site

Major Responsibilities – summer:

- Participate in planning sessions with TOPS Coordinators for the following school year – cleaning data, archiving files, and arranging logistics for field trips and community speakers.
- Additional projects as assigned to support continuous improvement of AVID/TOPS programming.

Position Requirements

- High School diploma and enrolled in college or have earned a bachelor's degree.
- Preference to those who participated in a college readiness program in high school (such as AVID, PEOPLE, ITA, College Possible, Posse, etc.)
- Intermediate level of proficiency in Microsoft Office Suite and G-Suite
- Proficiency in using web-based applications.
- Ability to have close, positive working relationships with public education staff.
- Effective communication through written and oral forms.
- Ability to relate well to people of all ages from diverse ethnic, cultural and economic backgrounds
- Strong organizational skills and ability to manage multiple projects and deadlines.

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, and three personal references** via mail or email by **Friday, March 1, 2019**.

Boys & Girls Club of Dane County

C/O

ATTN: Natalie Kaminsky

TOPS Director, Training & Programs

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