

Name _____

Site _____



Title: TOPS Coordinator

Reports to: Senior TOPS Coordinators or TOPS Director, Training and Programs

Pay Range: \$30,000 - \$35,000 (depending upon qualifications)

Location: 3 positions; West High School, East High School or La Follette High School

Anticipated start date: August 2019* (attending training July 1st- 3rd)

Position Description:

AVID/TOPS is a high-intensity, in-school and out-of-school partnership between Madison Metropolitan School District (AVID) and the Boys and Girls Club of Dane County (TOPS - Teens of Promise) 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, career and community.

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 students, teachers, and tutors inside the AVID/TOPS program. Coordinators are responsible for managing a maximum of 6 class sections of students. Primary focus is on supporting students, ensuring they have opportunities to be successful in AVID/TOPS.

Work Schedule:

This is a full-time, salaried position in support of each school's implementation of the AVID/TOPS program. The TOPS Coordinator will be a Boys & Girls Club of Dane County employee, but placed at either La Follette High School, East High School or West High School to implement programming. *Note: this position is contingent upon the annual renewal of grant funds.*

Key Roles (Essential Job Responsibilities):

1. College, Community and Career Readiness

- Coordinate external guest speakers and college campus visits with the support of TOPS administrative assistant
- Engage AVID students in Boys and Girls Club supplemental college and career readiness programming, including rolling out opportunities in the classroom and supporting student registration
- Support student transitions into, through, and beyond high school in developing post-secondary plans

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- Match students with summer job internships and conduct periodic check-ins with students and employers
- Support Career Exploration summer program

2. AVID Elective, Tutorials and Student Support

- Support and coach tutors during AVID tutorials
- Facilitate quarterly debriefs and professional learning for tutors
- In collaboration with the AVID site team, provide academic advising, social emotional support and advocacy
- Be an active member on school based AVID/TOPS Site Team
- Serve as primary liaison between BGCDC, school staff, students, families and the community

3. Administrative Tasks

- Maintain and enter data on Boys and Girls Club membership applications, surveys, attendance and other information needed for program & grant requirements
- In collaboration with Senior TOPS Coordinator, manage site based budget to ensure expenses are in alignment with allocations
- Attend regular AVID trainings and other appropriate professional development

Qualifications:

- Bachelor's degree in education, social work, social sciences or related field
- Previous direct service experience with youth in a non-profit or educational setting, preferably at the high school level
- Strong organizational skills and ability to manage multiple projects and deadlines concurrently
- Experience in leading interactive learning opportunities with youth both in and out of the classroom.
- Intermediate level of proficiency in Microsoft Office Suite and G-Suite
- Ability to build strong relationships with students and staff of all ages from diverse ethnic, cultural and economic backgrounds
- Preference to those with experience in college readiness programs (such as AVID, PEOPLE, ITA, College Possible, Posse, etc.)
- Ability and willingness to work occasional evening and/or weekend hours as needed

* Start date will be negotiated with candidates

Boys and Girls Club of Dane County is committed to employment equity. All responses will be handled with strict confidence. The Interested individuals are invited to submit their **resume, cover letter**, and **three personal references** via mail or email by **Monday, May 20th** to:

Boys & Girls Club of Dane County
C/O TOPS Coordinator (West)
ATTN: Natalie Kaminsky
TOPS Director, Training & Programs
5936 Seminole Ctr Court, Suite 203
Fitchburg, WI 53711
Email: nkaminsky@bgcdc.org