



BOYS & GIRLS CLUBS OF DANE COUNTY OPEN POSITION ANNOUNCEMENT

Position: Teens of Promise (TOPS) Success Coach - UW Madison/Milwaukee/Whitewater

Starting Salary: Range of \$30,000 - \$35,000 commensurate with experience.

Location: Currently Remote (Pre-COVID, Position will work at the Boys and Girls Club Administrative Office location with frequent travel to UW Madison, UW Milwaukee, UW Whitewater and occasionally to the four Madison public high schools.

Reports to: AVP of College Persistence and Special Projects

AVID/TOPS is a high school program created by the partnership between Madison Metropolitan School District and the Boys and Girls Club of Dane County (TOPS - Teens of Promise). AVID/TOPS is a rigorous 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.

The TOPS College Success Program (TCSP) was created as a pipeline program to support AVID/TOPS alum (TOPS Scholars) as they transition to college, and other post-secondary options, to prepare them for post-secondary and career success beyond high school completion. TCSP Coaches are assigned specific caseloads of TOPS Scholars, and work closely with each student to connect them with resources needed to ensure that they successfully persist through and earn a post-secondary degree, and/or find post-secondary career options.

PURPOSE OF POSITION:

This coaching position is responsible for building relationships with AVID/TOPS high school graduates who are transitioning to, currently enrolled at, and/or transferring to the University of Wisconsin Madison, the University of Wisconsin Milwaukee and the University of Wisconsin Whitewater. As three of the TOPS College Success top feeder institutions, this person will be responsible for our UW - Madison, Milwaukee, and Whitewater caseloads. The College Success Coach will help students focus on their success from their transition into their first year, through completion. This position ensures that students are connected to the individual resources needed that will increase their persistence in obtaining a post-secondary degree. Working collaboratively with student services staff and being familiar with campus services and processes unique to each of these institutions is key in this role. This is a total caseload of roughly 230 students.

PRIMARY FUNCTIONS:

This position provides critical leadership to two areas within the TOPS College Success Program of the Education Department at the Boys & Girls Club of Dane County:

- Case Management of University of Wisconsin Madison/Milwaukee/Whitewater AVID/TOPS Alumni (70%)
- Supporting TCSP event programming and other special projects (15%)
- Marketing and Media Support (15%)

Major Responsibilities:

COLLEGE PARTNERSHIPS (70%)

- Work in partnership with the College Enrollment coach to identify, support and build relationships with graduating seniors that plan to/are enrolled in the University of Wisconsin - Madison/Milwaukee/Whitewater for the following fall.
- Provide coaching, mentoring and support through continued contact and semester meetings to encourage continued enrollment, address personal and academic barriers, and prepare for college completion.
- Conduct programming initiatives around key dates to support enrollment, retention/persistence and graduation. Program initiatives include but are not limited to: 1) college attendance, 2) textbook purchase, 3) paying off tuition bill, 4) studying for finals, 4) class registration, and 5) FAFSA completion
- Collaborate and partner with UW-Milwaukee MKE scholars to recruit TOPS alumnae into the program and provide support for students enrolled.
- Collaborate with the appropriate campus departments and student services to establish partnerships that will enhance the academic, social and emotional and personal development and success of students.
- Coordinate with campus staff and students to organize and promote helpful on campus academic and social programming
- Connect students to helpful resources on campus such as: academic advising, transfer advising, financial aid, tutoring, clubs and organizations, and preparation for graduate/professional school
- Track and collect student data, including but not limited to enrollment rate, major choice, financial gaps, challenges faced, and campus engagement. Keep detailed case notes for each student and interaction. Utilize data to refine programming and coordinate with high school and college partners. Develop monthly data reports.
- Use innovative methods and media to connect with harder to reach students, including but not limited to: their high school AVID staff, TOPS Student Coordinators, family members, peers, college and university staff, email, phone, and social media, and visits.
- In collaboration with campus resources and the TOPS Manager, Mentoring and Career Development support students career exploration and internship and job opportunities.

TCSP TEAM SUPPORT (15%)

- Collaborate with College Success team Coaches with the development and implementation of Signature Events: Transition Conference, Winter Reunion, Enroll in College Day.
- Work in collaboration with College Success team Coaches in sharing best practices and other professional development opportunities.
- Attend meetings and/or other committees as requested. Some weekends and evening will be required.

TCSP MARKETING AND MEDIA (15%):

- Manage and oversee the TOPS College Success Program Website, and social media pages to ensure that information is updated and useful for students.

Additional Responsibilities:

- Serve on the BG CDC College Partnership Working Group Committee.
- Some evenings and weekends may be required.

Qualifications:

- Bachelor level degree in education, social sciences, or related field required. Master's level in Education strongly preferred
- Experience in program management and development managing large caseloads, preferably with a minimum of two years of direct service with teens and/or college-age students
- Ability to relate well to people of all ages from diverse ethnic, cultural and economic backgrounds
- Ability to create and maintain close and positive working relationships with the college and university community including administrators and students
- Ability to work well independently and in a collaborative team environment
- Strong oral and written communication, organizational and event planning skills
- Proficient in MS Word, Excel, and PowerPoint, Outlook, Social media, and Google Drive
- Ability and willingness to work occasional evening and/or weekend hours as needed
- Reliable vehicle needed along with valid driver's license, and proof of auto insurance

Preferred Qualifications:

- Two years of experience as a Transition or Success Coach with the TCSP team
- Experience with Quickbase software - not required

Benefits:

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

How to Apply:

Human Resources

Boys & Girls Club of Dane County

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

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Equal Opportunity Employer

We are committed to hiring high quality diverse candidates