



BOYS & GIRLS CLUBS OF DANE COUNTY OPEN POSITION ANNOUNCEMENT

Position Title: Teens of Promise (TOPS) College Enrollment Coach
Department: Education Department
Reports to: Teens of Promise (TOPS) Manager, College Enrollment
Starting Salary: Range of \$30,000 - \$35,000 commensurate with experience

PURPOSE OF POSITION:

AVID/TOPS is a high school 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 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.

One of the significant aspects of the AVID/TOPS partnership with MMSD is the TOPS College Success Program (a continuation of AVID/TOPS), which provides AVID/TOPS graduating senior classes, and high school Senior Support teams with college enrollment support, resources and programming to ensure all seniors are successfully equipped with a post-secondary plan. Additionally, these students are matched with a TCSP College Coach who provides support to and through degree completion.

This position is responsible for building relationships with AVID/TOPS high school seniors who are planning their transition to college, while connecting them to the resources needed to ensure their enrollment in a post-secondary degree program. Working collaboratively with 12th grade AVID elective teachers, high school guidance counselors, and student services staff on college campuses is key in this role. A successful candidate must be able to build relationships and rapport with students, be familiar with key milestones in the college access/enrollment process. Success in this position will rely on building strong, collaborative relationships with staff across multiple sites, as a team-based approach is critical to our programming.

WORK LOCATION:

Due to COVID-19, employees are currently working remotely and telecommuting. Employees must keep phone and internet services to be able to complete work as required. Technology equipment will be assigned to ensure employees have access to BGDC servers and files. Employees may be required to work from their assigned office as needed. All COVID-19 mandated policies must be followed as posted.

When not remote, this position will work out of the Boys & Girls Clubs of Dane County Administrative Office located at 1818 West Beltline Highway Madison, WI 53713.



ESSENTIAL DUTIES & RESPONSIBILITIES:

Planning for Postsecondary Success (85%)

- Provide coaching, mentoring and support through frequent meetings and class visits to assist AVID/TOPS high school seniors with the transition from high school to college
- Coordinate services and knowledge of AVID teachers, guidance counselors and TOPS Student Coordinators at each Madison high school to link students to additional information needed for college applications, financial aid, scholarships, housing, admissions and other related topics
- Evaluate student needs and roadblocks for enrollment and provide necessary connections and solutions to ensure fall college enrollment
- Connect students to admissions, academic and financial aid advisors and other support staff on their projected campus of enrollment
- Link AVID/TOPS high school students to bridge or summer programs, including Student Support Services, Educational Opportunities Program, TRiO and related programs at their respective campuses
- Design and deliver programming that responds to students' and 12th grade teachers' needs and requests
- Lead coordination of program information presentations to junior classes each spring
- Facilitate relationship development between seniors and College Transition Coach in the spring each year
- During the summer, collaborate with the College Transition Coach to conduct outreach to graduated seniors ensuring fall enrollment
- Track, document and report student matriculation progress and enrollment statistics
- Develop and implement TOPS sponsored summer programming in coordination with other college coaches and postsecondary institutions and ensure attendance of graduated seniors
- Plan and implement social, non academic events that bring students together
- Track 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

Senior Agreement (5%)

- Manage and administer components of the TOPS College Continuation Senior Agreement including the application process and data tracking
- Collaborate with TOPS Student Coordinators to ensure that students submit paperwork in a timely manner

TCSP Team Support (10%)

- Support the planning and coordination of major TCSP events and programming.
- Attend weekly TCSP team meetings as well as bi-weekly check-ins with direct supervisor
- All other duties as assigned.

Additional Responsibilities:

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



Position Requirements

- 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 case loads; preferably with a minimum of two years of direct service with teens and college-age students
- Ability to coordinate the utilization of multiple support services for individual student needs.
- 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 public education staff and administrators
- 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
- Preferred experience with Quickbase software but not required
- 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

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

1818 Beltline Hwy

Madison, WI 53713

gscholle-malone@bgcdc.org

Equal Opportunity Employer

We are committed to hiring high quality diverse candidates