

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF WHATCOM COUNTY

TITLE:	Academic Success Coordinator
DEPARTMENT:	Operations
LOCATION:	Lynden
REPORTS TO:	Club Director
HOURS:	20-25 hrs per week / scheduled during program hours
PAY RANGE:	\$13-\$15 per hour
STATUS:	Part-time non exempt

POSITION DESCRIPTION

This position is responsible for the development and delivery Academic Success Programs, which increase participation in an outcome-driven Club experience. The Academic Success Coordinator is responsible for overseeing the daily academic programs to ensure quality targeted programming and priority outcomes. This includes accountability for member participation, data collection and benchmarking of program effectiveness in the area of academic development. The Academic Success Coordinator is expected to share best practices and collaborate effectively with their peers across the organization and in the community. They have a role in organizational program operations, supporting county-wide efforts to increase our effectiveness and engagement with youth in our region.

KEY RESPONSIBILITIES

- Responsible for ensuring that Academic programs are developed and implemented in the areas of I-Stride, STEM, Power Hour and Literacy programs
- Responsible for ensuring that program data is entered into the member tracking system
- Build and maintain relationships with members and their families
- Partner with local schools to support members academic achievement
- Responsible for ensuring that quantitative and qualitative measurements are developed and implemented ensure quality and effective programs
- Responsible for evaluating academic based programs and activities

- Develop programs and activities that prepare youth for success in accordance with our mission and vision.
- Approach challenges and collaborative efforts with a strengths-based and positive attitude
- Participate in county-wide program quality improvement efforts
- Supervise other staff when assigned to support academic achievement programs
- Marketing and promotion of programs to recruit and promote academic programs
- Accountable for maintaining the safety of assigned program areas
- Provide direction and feedback assigned volunteers supporting academic success programs
- Accountable for demonstrating and incorporating into programs the organization's core values
- Participate in special programs or events as directed by the Club Director.
- Take the initiative in researching best practice programs and proven methods for youth development both within the Boys & Girls Clubs Movement and throughout the field of Youth Development.

CORE PERFORMANCE CATEGORIES

- Program Development & Management
- Program Measurement and Outcome Management
- Volunteer Management
- Effective youth development skills with youth 6-18

ADDITIONAL RESPONSIBILITIES

Exercise authority in problems relating to members; utilize guidance and discipline plan.

Handle other duties and responsibilities as deemed necessary or important as assigned by the Chief Executive Officer or Chief Operating Officer.

RELATIONSHIPS

Internal: Maintain close, daily contact with Club staff, other BGCWC or BGCA program staff, Club members and parents. Communicate daily to receive/provide information, discuss issues, explain or interpret guidelines/instructions. Collaborate with other Clubs to leverage strengths and create a consistency in quality programming throughout BGCWC.

External: Maintain contact with external community groups, schools, members' parents/guardians and others as necessary to be successful in position and as directed by the Club Director.

SKILLS/KNOWLEDGE REQUIRED

- Four year degree in related field from an accredited college/ university preferred or combination secondary education and experience. Education major preferred.
- 1 year professional experience working with youth, 3+ years preferred
- Self-motivated and driven to create a dynamic academic program
- Satisfactory Motor Vehicle Record as determined by BGCWC. Must be 21 years old or older to drive Club owned and operated vehicles, when applicable
- Knowledge and/or experience working with a non-profit youth development agency, Boys & Girls Club experience preferred
- Proficient skill with Microsoft Office Suite
- Good organization and attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Expertise in youth development principles, ability to motivate youth in a positive way

- Strong analytical and problem solving skills
- Experience supervising staff / volunteers
- Ability to set priorities and meet deadlines
- Ability to learn and implement new ideas
- Excellent verbal and written communication skills
- Ability to pass a national criminal background check and drug test that meets federal law
- Ability to work varied hours to meet organizational demands

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Clubs of Whatcom County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

DISCLAIMER

The job description in no way states or implies these are the only duties to be performed by the Teen Program Coordinator. As necessary, the staff will be required to follow any other instructions and to perform any other related duties as assigned by the Program Director. The Boys & Girls Clubs of Whatcom County reserves the right to update, revise or change this job description and related duties at any time.

Name: _____ **Date** _____

Signature: _____