

POSITION DESCRIPTION

Title:	Graduation Specialist
Reports to:	Center Director
Hours:	Flex Schedule (Mainly first shift, but hours will vary day to day; Some evenings and weekends)
Type:	Salary; Exempt
Hiring Range:	\$38,000K - \$42,000 & Highly Competitive Benefits

Job Summary:

The graduation specialist is responsible for organizing and implementing the Be Great Graduate Program based on the established curriculum, outcomes, and measurements. The primary focus of the graduation specialist is to ensure the success of 20+ students as they strive for high school graduation. The graduation specialist is responsible for developing successful relationships with a case load of 20 plus middle and high school students at risk of not graduating. The graduation specialist will assist the students with any aspect of their life that might impede their progress towards graduation. Interventions may be academic in nature, but may also be related to the student's life outside the classroom. The graduation specialist is responsible for developing and providing an academically enriching environment where students fulfill their potential for intellectual, emotional, psychological, academic growth, and personal wellness with a specific plan for success. Hours will vary and flexibility with schedule is a must. This position will work out of the middle/high school and work closely with the Student Services Department in addition to having hours at the Club. The position will consist primarily of day hours of (9:00 am-5:30pm). However, the needs of children are ever-changing and evening hours will be common. The ability to flex your schedule on short notice will be necessary. Organizing community events and family involvement activities will also be a significant part of this role. A successful candidate will have an outgoing personality, be able to connect with teens, have excellent communication skills, and approach all challenges with a growth mindset. It is the responsibility of all staff to help cultivate and maintain positive donor relationships.

Qualifications:

- Bachelor's degree from an accredited college or university in appropriate field of study.
- Demonstrated ability to work with program team, at risk youth, parents and community leaders.
- Two year commitment to the position.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.
- Strong management and organizational skills.
- Strong communication and interpersonal skills.
- Experience in establishing and leading programs, activities and services for at risk youth.
- Must have a valid driver's license and good driving history.
- Proven ability to motivate at risk youth and manage behavior problems.

- Proven ability to attract, train, supervise, and motivate volunteers and mentors.
- Proven ability to plan, market and implement quality programs using a youth development strategy.
- Commitment to role model and promote a lifestyle of health and wellness.
- Mandatory CPR and First Aid Certification (will train).

Primary Job Responsibilities:

- Build and maintain a case load of 20-25 6th – 12th grade students.
- Oversight of case management activities and documentation of interactions and supports through the Check and Connect process.
- Have a minimum of one hour (weekly) contact with all assigned students.
- Have regular communication with school and club staff to provide status updates of the participants and overall program implementation.
- Connect parents and participants with appropriate school, club and community resources.
- Engage school staff and integrate into school culture by building relationships and participating in professional development opportunities as appropriate.
- Motivate at risk students to focus on a graduation plan.
- Implement program activities that support at risk students in moving towards high school graduation, in collaboration with school staff.
- Communicate effectively with students, parents, volunteers, peers, and the community.
- Provide guidance, role modeling and career counseling to students.
- Model professional and ethical standards.
- Maintain detailed record of data and report on data as needed.
- Adhere to all mandates of the Be Great Graduate program as determined by the State of WI and the Boys & Girls Clubs of Wisconsin Executive Committee.
- Facilitate wrap-around care services for youth, as needed and as appropriate.

Secondary Job responsibilities

- Collaborate with program team to enhance events held at the Club and in the community.
- Organize and host activities and events such as: study skills workshops, college and career tours, financial aid presentations, college readiness sessions, etc.
- Collaborate with community colleges, businesses, and tech schools to facilitate the creation of new programs that will increase the preparedness of teens for their futures.
- Develop and maintain relationships with businesses who wish to become hiring partners or instructional partners.
- Continuously seek new opportunities that may contribute to college and career readiness programs for teens.
- Establish relationships with parents, community leaders, and organizations that will serve to improve the education and learning of young people.
- Ensure that student growth and achievement is continuous and appropriate based on the measurable outcomes of the program.
- Meet professional obligations, paperwork, and deadlines through efficient, organized work habits.
- During the summer months, case management will continue and in addition the graduation specialist will plan and execute college and job tours for teens. The

graduation specialist will also support teen programming in the Club as appropriate.

- Serve as a Mandated Child Abuse Reporter.

Physical and Mental Requirements:

Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. may require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physically agility to push, pull, lift and or carry up to 50 pounds.

- High energy level, comfortable performing multi-faceted projects.
- Good vision and hearing necessary to complete tasks.
- Must have a valid driver’s license and record of safe driving.
- Must be able to stand or sit for extended periods.
- Must be able to climb stairs.
- Must be able to lift a minimum of 50 lbs.
- Must be able to function in a fast paced and noisy environment.
- Must be able to think clearly and concisely.

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.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
CEO Date