



POSITION DESCRIPTION

Title:	Academic Success Coordinator
Reports to:	Site Coordinator
Location:	Berlin Site, 344 Broadway St. Berlin, WI
Shift:	School Days- M-F 3:00 pm - 6/7/8:00 pm May work 2 or 3 mornings per week 6:15 am-8:00 am Non-School Days- 6:15 am - 5:00 pm Plus planning time (approx 2 hours/wk)
Pay:	\$14-\$17/hour

Job Summary:

The Academic Success Coordinator is responsible for supporting Club members as they develop relevant skills and better understand the school curriculum outside the classroom. The Academic Coordinator promotes the Boys & Girls Club's core area of Academic Success. The Academic Coordinator will work closely with Club members, one-on-one and in small groups to assist in the bridging of academic gaps, particularly in the areas of literacy and math. The Academic Coordinator will also facilitate learning in a classroom setting as a support for Youth Development Professionals. The Academic Success Coordinator will be responsible for facilitating, tracking, and completion of Math Hoops, Career Launch, Bridges of Vocabulary, and other grant-funded academic programs as they arise.

Qualifications:

- High School Diploma
- Experience working with youth & knowledge of child development
- Proven ability to motivate youth & manage behavior problems
- Strong verbal and written communication skills to clearly explain challenging concepts, provide instructions and deliver feedback
- Exceptional organizational skills
- Ability & commitment to be a role model and promote a lifestyle of health, wellness, and fitness to members and their families
- Ability to motivate and encourage students to improve their academic performance using effective goal-setting strategies.
- Proven ability to plan and implement quality programs for youth
- Creativity and flexibility in order to personalize their learning approach for individual students.
- Patience and compassion for students as they develop skills and improve their performance
- Certified in CPR/First Aid (preferred)

Job Responsibilities:

- Set and meet outlined goals, and work closely with the Site Coordinator to ensure proper tracking and data management of literacy and math-based intervention programs.
- Develop and implement academic-focused program plans and high-yield learning opportunities.
- Track individual youth progress, set and meet targeted learning goals, and provide relevant feedback to a variety of stakeholders.
- Facilitate social-emotional learning techniques to de-escalate behavior and a positive Club climate.
- Document accurate records of activity participation.
- Follow through on goal and outcome-driven programming, and share outcomes with supervisors and the board of directors as needed.
- Create an environment that facilitates the achievement of Youth Development Outcomes and attracts youth with appropriate displays, information, and recognition.
- Foster fun & creativity in a high-energy, fast-paced environment.
- Promote programs and recruit youth to participate in program activities.
- Provide guidance and role modeling to youth.
- Monitor and evaluate programs, services, and activities to ensure the safety and quality of program offerings.
- Prepare outcome measurement reports in compliance with grants.
- Ensure that safety is the highest priority of all Club programs and activities.
- Participate in special programs or events outside of typical work hours.
- Serve as mandated child abuse reporter.

Physical and Mental Requirements:

- Must be able to interact physically with children during program activities
- Ability to sit or stand for long periods
- Ability to lift a minimum of 50 pounds
- Must be able to think clearly and concisely
- Must be able to function in a loud environment with high energy interacting with multiple-aged members
- Must be able to work in a variety of settings, including outdoor activities and possible field trip assignments

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.