High School Coordinator

October 2017

Full-time 40 hours hourly/Non-Exempt

Job Reports to Youth Programs Manager

Position purpose
The High School Coordinator handles day to day operations of Goodman Community Centers High School Out of School Time (OST) program. All elements of the program for youth should be guided by the Goodman mission, vision and “goodmanship” values, evidence-informed, quality practices, Wisconsin Afterschool Continuous Improvement, and stated program outcomes. GCC is a continuous quality improvement organization (CQI) and strives to engage in data driven program modifications.

The High School Coordinator will follow the GCC LOFT logic model and strategic vision while developing and maintaining an intentionally designed high school program that is rooted in best-practices in positive youth development. GCC programs focus in 3 areas of concentration:

1. Life Long Learning
2. Health and Wellness
3. Leadership and community engagement.

The HS Coordinator serves as a school day liaison to connect school day learning to out of school programming and will work with the Youth Program Manager to ensure all CLC initiatives and other GCC program goals and outcomes are met during the year.

Responsibilities/Duties/Functions/Tasks
Overall Duties: Coordinate daily programming of the LOFT High School Program and Study Tables at East High School to ensure a high quality program is maintained.

- In collaboration with LOFT Girls Inc Coordinator, Young Men’s Program Coordinator, and Girls Inc High School Mentor, provide leadership for the development and implementation of weekly lesson/tutoring plans to ensure plans are linked to school day goals and outcomes. Communicate any concerns to Youth Programs Manager.
- Maintain a regular presence in school and meet with partner school day staff/administrators, as directed by Youth Programs Manager, to connect school day learning goals with after school lesson plans and enrichment opportunities.
• Provide structure and oversight for academic case management for high school participants in need of additional support, through consistent communication with school day staff and families of participants.

• Work with GCC Volunteer Manager to recruit, develop, steward and support academic tutoring and mentoring volunteers.

• Monitor and share program, staff, volunteer, and/or family successes or concerns to the Program Manager on a consistent basis.

• Communicate consistently with families of participants about program calendars, family events and case management.

• Participate as a member of the MERIT (Madison Empowering Responsibility in Teens) Team, attending GCC MERIT program meetings and professional development activities as requested by supervisor.

• Coordinate the collection of and updating of all required paperwork.

• Promote skill building, mentorship and positive attitudes through the 6 Goodmanship values of strong character.

• Provide college and career education and exploration opportunities while connecting youth to post-secondary resources.

• Provide leadership for establishing connections with families of high school youth in program and associated family engagement opportunities specific to this group.

LEADERSHIP

• Monitor interactions with youth and work with staff on positive language, positive behavior management, and problem solving.

• Monitor academic progress throughout the school year to ensure accurate reporting and data collection is taking place.

• Support the staff’s day-to-day work by providing timely feedback and communicate program successes and concerns to the Youth Programs Manager.

• Facilitate weekly staff meetings.

• Write and ensure the staff team and youth contribute articles, announcements, updates and photos about high school programming to the Eastside News and to GCC Facebook page.

• Provide day to day supervision of High School Girls Inc Mentor and AmeriCorps volunteer(s) and serve as team lead among high school program staff.

• Support and maintain a consistent and effective 8th to 9th grade transition program in collaboration with the Middle School Coordinator and Youth Programs Manager.

• Attend required meetings and conferences in the Youth Programs Manager’s absence.

• Support a high quality volunteer management program by supporting and training volunteers and by communicating volunteer needs and feedback to the volunteer Manager.

ADMINISTRATIVE

• Maintain High School youth’s files and ensure all required paperwork and other permissions and approvals are on hand, as needed throughout the year.

• Maintain responsibilities as AmeriCorps supervisor, including monitoring member time and activities, and completing paperwork as assigned.

• Assist with adherence to standards and quality of program meets all contract obligations.

• Complete all paperwork on time.
• Participate in required continuing education hours and professional development opportunities.
• Participate in planning and implementation of GCC wide family engagement programming, program orientations, and center-wide events as planned throughout the year.
• Update shared files and folders regularly with materials and documentation pertinent to high school youth.
• Communicate regularly with LOFT and GCC staff through a variety of means, including sending, checking and responding to email regularly and consistently.
• Complete timecard daily and plan work accordingly to stay within the hours approved for the role.

Qualifications
• Three or more years working in an out of school time setting or with High School youth in program planning, environment design, and staff supervision.
• Working knowledge of positive youth development.
• Experience working with adolescents in group settings.
• Experience working with economically, racially, and ethnically diverse populations.
• Educational background in, or experience working with teachers and staff in an academic setting.
• Competency using basic office software.
• Strong organizational skills.
• Strong verbal and written communication skills.
• Ability to work as a team, take on a leadership role, and maintain a positive work environment, while supporting staff and enforcing Center and program rules consistently.

Special Position Requirements
• Ability to work a flexible schedule including evenings and weekends in addition to regular program hours.
• Hold a valid driver’s license and a good driving record. Willingness to drive a 15 passenger van.

Preferences
• A B.A. in Education, BSW or a related field.
• Knowledge of Madison resources, regional options for post-secondary education, and a diverse range of enrichment activities.
• Knowledge of WI Common Core State Standards.

Employee acknowledgement/date _________________________

Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.