



Job Title: College & Career Access Coordinator
Job Type: Non-Exempt; Full-time
Job Rate: \$18.00/hour
Job Location: Carson High School
22328 S Main St, Los Angeles, CA 90745
Reports to: High School Director

Boys & Girls Clubs of Carson's Mission:

The Boys & Girls Clubs of Carson offers our young people a safe environment where they can have fun and be themselves, dedicated adult mentors who respect and listen to them, and outcome-based programs that empower youth to become lifelong learners.

PRIMARY FUNCTION:

Plans, implements, supervises members & case managers, evaluates, and reports for activities pertaining to the College & Career Access Programs offered at Club Site.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Promote and stimulate program participation;
- Register new members and participate in their club orientation process
- Provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer the College Bound program services and activities for drop-in members and visitors.
- Provide direct services for members during program hours.
- Conduct group workshops and one-on-one case management.
- Provide daily homework and tutoring assistance for members.
- Maintain and keep files of attendance.
- Collect all required documentation to operate programs.
- Collect and maintain members' report cards as they are distributed from schools.
- Manage program supplies and order as needed.
- Address concerns, questions, issues of parents and or teachers.
- Advise High School Director of any program needs, concerns, and problems: i.e. additional staffing, volunteers, and staff evaluations.
- Coordinate special projects, events and activities to increase college awareness among members including arrangement of speakers, college visits and workshops.

- Lead coordination of workforce events, fieldtrips, certification events and guest speakers.
- Seek out enrichment and academic opportunities for the students including programs, scholarships extension classes, etc.
- Prepare weekly and monthly schedules of activities.
- Create all learning center bulletin boards, display of member activities and other department objectives.
- Promote and recruit members by working directly with schools and contacting parents.
- Assure that programs operate at optimum capacity and meet member's needs.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times. Prepare periodic activity reports.
- Organize and execute plans for program affiliated scholarship collection through targeted recruitment practices while maintaining orderly data collection.
- Report on yearly program outcomes including but not limited to: number of youth served, SAT/ACT data, FAFSA, college admissions, grant, loan, scholarship dollars and pre/post-tests secured to College Access Director.

Supervision (Members)

- Maintain members order and discipline by managing members' behavior; reinforces rules of the club and all the recreational areas.
- Help develop injury prevention methods, evaluates injuries. Highest priority is the safety of the Club members.

Supervision (Case Managers)

- Ensure a productive work environment by participating in regular site and organization staff meetings.
- Supervise the quality of work done by case managers at both high school sites.
- Advocate for the case managers and communicate concerns/ accomplishments with program directors.
- Supervise workforce programming by ensuring case managers are meeting goals and expectations for sites.
- Ensure that case managers are creating positive relationships with members.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- May be required to drive Club van and obtain Class B license.
- May be required to help in other program areas.

- Assume other duties as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

REQUIRED SKILLS:

- High School diploma or GED required.
- Minimum of two years of college experience preferred.
- Knowledge of youth development.
- Good level of responsibility, reliability, and punctuality
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific classes.
- Ability to utilize a wide variety of reference, descriptive data and information.
- Ability to carry out instructions furnished in written, oral or diagrammatic form.
Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications and TB clearance.
- Valid State Driver's License

ENVIRONMENT AND WORKING CONDITIONS

Tasks are regularly performed with moderate exposure to environmental conditions such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, and temperature and noise extremes.

PHYSICAL AND MENTAL REQUIREMENTS

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of standing for long periods of time, stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

DISCLAIMER

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION INSTRUCTIONS:

If interested, submit your resume and cover letter to llugo@bgccarson.org Applicants will be contacted by a hiring manager should they wish to schedule an interview. All submissions must have a Resume and Cover Letter.

Thank you for your interest!