

**Job Title:** College & Career Case Manager

**Job Type:** Non-Exempt; Part-time

**Job Rate:** $19.00/hour

**Job Location:** Gardena or Carson

**Reports to:** Director of Program Services

# 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 around dedicated adult mentors who respect and listen to them. Outcome- based programs empower youth to become lifelong learners.

# PRIMARY FUNCTION:

College Bound Case Manager promotes student success by implementing a comprehensive program that addresses academic, career and personal development. In addition, the position ensures a safe and supportive environment for members.

# KEY ROLES (Essential Job Responsibilities):

*Prepare Youth for Success*

* Promotes and stimulate program participation.
* Registers new members and supports their club orientation process.
* Provides guidance and role modeling to members.

*Program Development and Implementation*

* Effectively implement and administer the College & Career program services and activities for members.
* Assist all members, individually or in groups, with developing academic, career, and personal plans.
* Address concerns, questions, issues of parents and/or teachers.
* Provide direct services for members through one-on-one case management.
* Manage program supplies and order as needed.
* Collaborate with parents/guardians, teachers and staff to help meet the needs of individual students.
* Coordinate special projects, events and activities to increase college awareness amongst members.
* Seek out enrichment and academic opportunities for the students including programs, scholarships extension classes, etc.
* Prepare weekly and monthly schedules of activities.
* Build awareness of the program and helps retain members in the program.
* Assure that the program goals and objectives are achieved.
* Monitor and assess programs and activities to ensure safety of members, program quality, and impact.
* Maintains current and appropriate resources for all participants
* Prepare weekly reports and maintains appropriate member records.
* Informs supervisor and appropriate staff team of program updates and needs.
* Provide BGCC with weekly observational updates on program quality.

*Supervision*

* Maintain order and discipline of members by managing their behavior and continuously reinforce rules.
* Help develop injury prevention methods, evaluates injuries. Highest priority is the safety of the Club members.
* Ensure a productive work environment by participating in ongoing staff meetings.

*School Partnership Duties*

* Consistently represent BGCC values.
* Communicate with school administration regarding program implementation logistics and management support needed.
* Provide timely communication and timely reporting

# ADDITIONAL RESPONSIBILITIES:

* May be asked to participate in special programs and/or events.
* May be required to support in other programs.
* Assume other duties as assigned.

# RELATIONSHIPS:

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

**External:** Maintains contact with external community groups, schools, members' parents and others.

# REQUIRED SKILLS:

* Bachelor's degree or an equivalent combination of education and experience in related field.
* Knowledge of youth development.
* Demonstrates high 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.
* Monitor members’ academic performance, behavior and attendance and assist with appropriate intervention.
* 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.
* Must be fully COVID-19 vaccinated.
* 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.

I have read and agree to carry out the above stated job duties and responsibilities to the best of my ability.

**Employee Signature Date**

**Academic Success Coordinator Date**