

BOYS & GIRLS CLUBS OF CENTRAL MN
Position Description

Job Title: Academic Success Coordinator
Department: Program
Reports To: Unit Director
FLSA Status: Non-Exempt

JOB DESCRIPTION SUMMARY

Designs and implements a comprehensive Academic Success program for a designated Club.

ESSENTIAL DUTIES and RESPONSIBILITIES

1. Create an environment that facilitates the achievement of positive youth development:
 - a. promote and encourage program participation
 - b. will use positive youth development techniques
 - c. provide guidance and role modeling to members
 - d. participate in programs interacting with youth
2. Design age-appropriate educational curriculum, including academic support and tutoring.
3. Able to understand and assist members in basic educational disciplines
4. Implement educational programs; ensure staff is well informed of curriculum
5. Help members set academic goals for themselves
6. Coordinate and supervise academic field trips, business tours and college visits
7. Review materials after members complete and assist with area of difficulty
8. Collaborate with area schools and parents for current materials and methods
9. Prepare grant and progress reports as needed

ADDITIONAL RESPONSIBILITIES

1. Ensure a productive work environment by assisting staff and volunteers.
2. May participate in special programs and/or events.
3. Must have an acceptable driving record and authorized to drive Club van.
4. Responsible for other duties as assigned by Unit Director or other supervisors.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Ability to work in a team environment.
2. Demonstrated ability to relate with children in a Boys & Girls Club environment.
3. Ability to deal with the general public and community organizations.
4. Ability to organize and supervise member in a safe environment.

Revised: 5/3/16

EDUCATION and WORK EXPERIENCE

Education Bachelor’s degree or equivalent experience
Experience Working knowledge of academic success programs

FUNDAMENTAL RELATIONSHIPS

Maintains close daily contact with Club staff, Club members, and supervisor to receive/provide information. Maintains contact with external community groups, schools, member’s parents, and other to assist in resolving problems/issues.

PHYSICAL REQUIREMENTS

Visual: Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours
Communication: Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 8 hours per day
Movement: Ability to maneuver within work site 6-8 hours per day
Lifting/Pulling/Pushing/Carrying: Able to comfortably move and manipulate up to 20 lbs of weight up to 4-6 hours per day

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

Employee Name

Date