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## Cleveland Future Ready Site Coordinator

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PERFORMANCE PROFILE SOURCE: Program Management

DEPARTMENT: Future Ready

REPORTS TO: Future Ready Coordinator

FLSA STATUS: Part-Time Non-Exempt

Salary: \$19-22/ hour

LOCATION: Cleveland High School

### **PRIMARY FUNCTION:**

Oversees all components and staff of Future Ready at the assigned site. Plans, implements and evaluates all Future Ready (College Bound, STEPSS, Tutoring, Financial Aid Support, specialized workshops, etc.) components. Works consistently and effectively collaborates with students, parents, staff, and volunteers to ensure quality college/career prep programs. Builds rapport with school administration/faculty and maintains contact with school counselors to assist in increasing program participation. Manages staff and ensures their success by providing guidance and assistance with program implementation. Assists members with academic progress and planning and monitors student progress in school and tutoring, identifying appropriate interventions when necessary. Meets with students periodically to ensure success of their goals and tracks progress. Assists students with the college/job search application process and introduces them to the possibilities of extended education/training. Oversees and implements programs/workshops as scheduled and is responsible for tracking all attendance and participation.

### **KEY ROLES (Essential Job Responsibilities):**

#### Leadership

1. Actively maintains a safe location for all students and staff
2. Supervises and oversees staff and members
3. Assist in the recruitment, training, and monitoring of staff and volunteers
4. Maintains regular communication with all stakeholders (staff, School Administration, Teachers, Parents, Collaborators, and Students) and schedules meetings with school faculty and staff to update them on our programs after school
5. Builds and maintains strong relationships with Principals at school site
6. Maintains detailed records of attendance and student files
7. Meet deadlines for assigned tasks
8. Manages Future Ready Staff and performance evaluations

#### Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development outcomes:
2. Promote and stimulate program participation through ongoing outreach and recruitment
3. Provide guidance and role modeling to members
4. Develop and maintain parent engagement through outreach activities



5. Responsible for maintaining files on each participant and helping them to follow an individualized plan towards higher education or post-secondary plans
6. Create an academic plan for each member and oversee that they follow their plan, provide support to each member, assess their progress, and reports results
7. Provide resources and assistance with the college application process as well as job search/workforce readiness
8. Provide resources and assistance with finding scholarship opportunities and financial aid
9. Assess and evaluate the Future Ready Program monthly, by reporting student academic progress, program statistics, and sharing survey results as administered

#### Program Development and Implementation

1. Effectively plan, organize and implement the Future Ready program.
2. In coordination with the Future Ready Coordinator develop and structure the strategic vision of the program
3. Create monthly calendars of programs and activities for school-wide distribution targeting members, staff, and parents
4. Responsible for implementing scheduled events, workshops, and programs as scheduled on the calendar
5. Responsible for keeping up with school events and coordinating with school administration to participate in school events such as Back to School Night, Orientations, and other school-wide events for promotion and outreach
6. Seek out enrichment and academic opportunities for the students including programs, scholarships, extension classes, youth exchanges, and community service opportunities.
7. Plan and schedule various workshops that will benefit the program and provide additional assistance to the members
8. Work with High School YDPs and Future Ready Advisors to ensure the students are receiving the proper tutoring and educational needs
9. Develop and maintain strong relationships with families of Future Ready members in order to gain buy-in of program objectives
10. Coordinate special projects to increase college awareness among members including arranging guest speakers, college visits, and workshops

#### **ADDITIONAL RESPONSIBILITIES:**

1. Participation or leading special programs and/or events
2. May be required to drive Club van (depending on driving record and age).
3. May be required to work outside scheduled hours, mornings, evenings, and/or weekends
4. Support other program activities and events such as parent events, high school events, and BGCWV fundraisers.
5. Preparing program space (cleaning and organizing) and decorating.
6. Knowledge and use of BGCA.net
7. Assume other duties as assigned.



### **RELATIONSHIPS:**

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

External: Maintains contact with School administration, (college counselors), teachers, members' parents, outside community groups, and others to assist in resolving problems.

### **SKILLS/KNOWLEDGE REQUIRED:**

- Bachelor's degree preferred, or equivalent experience
- Experience working with youth ages 12-17.
- Knowledge of youth development.
- Strong interest in education and impacting member learning positively.
- Ability to motivate youth.
- Ability to work independently.
- Must be able to work a flexible work schedule including evenings and weekends.
- Fluent in Spanish preferred.
- Ability to deal with the general public.
- Strong communication skills both with school staff and BGCWV members and School Administration.
- Excellent planning and organizational skills; ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Valid State Driver's License, if driving for Club business
- Positive attitude and disposition.
- Familiar with Excel and Word.
- Mandatory CPR and First Aid Certifications and TB clearance.

### **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:**

Able to stand or sit for extended periods. Able to bend and move around to engage members. Able to lift and move up to 50 lbs. Must be available Monday-Friday After School Hours (2:00 pm-6:00 pm) with the possibility of Saturday scheduling based on availability.

### **COVID-19 CONSIDERATIONS:**

Staff will be required to follow COVID-19 infection control procedures set by LAUSD. Additionally, as part of LAUSD's effort to provide the safest possible environment in which to learn and work, all employees and agency partners are required to provide proof of being fully vaccinated against COVID-19.

### **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.



**BOYS & GIRLS CLUB**  
OF THE WEST VALLEY

Signed by: \_\_\_\_\_  
Incumbent \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
Future Ready Coordinator \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only		
Hire Date: _____	Hire Rate: _____	90-day evaluation: _____
Approved by: _____		
CEO		Date
Entered into BBSI: _____		
HR Manager		Date