



Future Ready Program Specialist

PERFORMANCE PROFILE SOURCE: Program Management

DEPARTMENT: Future Ready

REPORTS TO: Future Ready Coordinator

FLSA STATUS: Part-Time Non-Exempt

Salary: \$18-21/ hour

LOCATION: Canoga Park High School

PRIMARY FUNCTION:

Plans, implements and evaluates all Future Ready Program (College Bound, STEPSS, Tutoring, Financial Aid Support, B2F, specialized workshops, etc.) components. Oversees Future Ready extended site at Canoga Park High School and assists with managing staff and maintaining relationships with schools. Works consistently and effectively collaborates with students, parents, staff, and volunteers to ensure quality college/career readiness programs. Reviews 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 Future Ready students with the college application process and introduces them to the possibilities of extended education. Assist students with developing other postsecondary plans such as job applications, technical/trade schools, and more. Oversees the implementation of Future Ready Programs and is responsible for outreach and promotion to help expand program participation and enrollment. Maintains relationships with school administrators/faculty to help ensure the participation of students in our after-school programs.

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 (School Staff, Counselors, Teachers, Parents, Collaborators, and Students) about our after-school programs to ensure participation
5. Builds and maintains strong relationships with counselors at the 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
9. Responsible for communication with the CSUN B2F Program Director and program assistant. Assists members with the B2F program application and process

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, develop and manage all aspects of Future Ready



3. Assist with outreach to additional schools (i.e., continuation school) to expand or recruit members by maintaining relationships with extended school sites administration and faculty.
4. Responsible for maintaining files on each participant and helping them to follow an individualized plan towards higher education or post-secondary plans
5. 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
6. Ensure staff are assisting in creating academic plans for members
7. Provide resources and assistance with the college application process as well as job search/workforce readiness
8. Providing resources and assistance with finding scholarship opportunities and financial aid
9. Seek out enrichment and academic opportunities for the students including programs, scholarships, extension classes, youth exchanges, and community service opportunities. Plan and schedule various workshops that will benefit the program and provide additional assistance to the members.
10. Ensure that workshops/programs are being conducted
11. Ensuring members are receiving the proper tutoring and educational needs.
12. Develop and maintain strong relationships with families of Future Ready members in order to gain buy-in of program objectives
13. Assess and evaluate the Future Ready program monthly, reporting student academic progress, program statistics and sharing survey results as administered
14. Coordinate special projects to increase college/career awareness among members including arranging guest speakers, college/job visits and workshops

ADDITIONAL RESPONSIBILITIES:

- Participation or leading special programs and/or events
- May be required to drive Club van (depending on driving record and age)
- May be required to work outside scheduled hours, evenings, and weekends
- Support other program activities and events such as parent events, high school events, and BGCWV fundraisers
- Preparing Future Ready space (cleaning and organizing) and decorating
- 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 required.
- Ability to deal with the general public.
- Strong communication skills both with staff and 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.

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



BOYS & GIRLS CLUB
OF THE WEST VALLEY

Entered into BBSI: _____	HR Manager	Date
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