



TITLE: High School Academic Success Coordinator
REPORTS TO: Teen Program Director

Want to help prepare youth for a brighter future? Consider a career working with children and teens at the Waltham Boys & Girls Club! Join our dynamic team of youth development professionals as we work towards fulfilling our mission to inspire and enable all young people especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

We are looking for an experienced and innovative individual who is adept at creating new systems, designing out-of-school-time educational programming, collaborating with schools and other partners across sectors to fill this newly created position. This is a four-year grant-funded initiative with the possibility for extension and renewal.

Position Summary:

This position will create and implement the Waltham Wraparound Program for students, with a focus on welcoming and supporting LatinX students who are new to the country and still learning English. Mainly this position will coordinate the implementation of academic enrichment programming for high school students, grades 9-12, with the goal of assisting all students through graduation successfully, with a plan for post-graduation. Specific emphasis will be put on our community's English Language Learners (ELL) and other high-risk populations.

Key Responsibilities:

- Act as key point of contact and liaison on the Wraparound Waltham team – a collaborative group who will work with students to increase graduation rates for ELL students and other vulnerable populations
- Develop creative, fun, and engaging educational programming out-of-school-time that supports district outcomes and provides practical application of academic topics
- Work with Youth Education Coordinator to manage computer lab and technology programming for students
- Manage volunteers to assist with programming
- Collaborate with Waltham High School administrators to design and implement a formal credit recovery program

- Provide individualized support to address the academic and social-emotional needs of students

Skills/Knowledge Required:

- Demonstrated knowledge and experience of designing and implementing new programs for high school students
 - Proactive
 - Highly organized and adept at tracking and managing multiple projects, maintaining and prioritizing work flow, and meeting deadlines
 - Ability to work well with a diverse range of stakeholders, including teens, caregivers, educators, and community partners
 - Serve in multiple roles; including, facilitator, team member, mentor, and advocate
- Minimum of 3-5 years of experience working directly with teens from a wide range of cultural and linguistic backgrounds
- Commitment to high expectations coupled with high levels of support for all young people
- While applicants with a Degree in education, social work, or related fields are encouraged to apply, we also recognize that there is a wide range of backgrounds and experiences that might prepare one for success in this role. Therefore, there are no specific educational requirements for this position.
- Spanish and English proficiency

Schedule:

Up to 40 hours a week with a combination of school-day, after-school, and evening hours

Salary and Benefits:

- \$17-\$20/Hourly
- Health Insurance, including dental and vision
- Pension
- 10 days paid vacation
- 10 days paid holidays
- 8 days paid sick leave
- 2 days paid personal leave
- Free school-aged childcare

**To apply, please send cover letter and resume to Aubree Cecil,
acecil@walthambgc.org.**