



**BOYS & GIRLS CLUB**  
OF ROCHESTER

**TITLE:** Academic Success Coordinator

**REPORTS TO:** Unit Director

**JOB SUMMARY:** The Academic Success Coordinator offers an amazing opportunity for a creative, energetic person to impact the lives of hundreds of youth in our community. The Impact Coordinator team is not tied to standardized tests, and our three most important goals are: kids have fun at Club, staff builds strong relationships with the members, and members gain skills that help them achieve their goals.

The Academic Success Coordinator is responsible for utilizing the resources of the organization and community to provide mentoring services and academic programs that are consistent with the organization's youth development mission and goals.

**MAJOR RESPONSIBILITIES:**

**Academic Success Duties:**

1. Develop and implement Academic programs
2. Evaluate Academic based programs and activities and for accurately reporting on those programs to the BG Club team, funders, and Board
3. Ensure accurate reporting and follow through on all academic related grants
4. Contribute to the creation of the overall Club's climate for youth development
5. Establish a program setting that insures the health and safety of members
6. Provide effective outreach to youth in schools and within other areas of the community
7. Establish and maintain cooperative working relationships with staff, Club members, parents, volunteers, community groups, school district and community agencies
8. Provide leadership, direction and problem solving in delivering guidance services to youth
9. Supervise care and maintenance of department equipment, supplies, and facilities
10. Provide leadership and direction to YDP staff to assure they develop the ability to carry out the Club's youth development mission through impact programs

**SKILLS/KNOWLEDGE REQUIRED:**

1. Bachelor's Degree from an accredited college or university or 2 year degree with experience.
2. Experience working with youth in grades K-12.
3. Experience in the development and delivery of a wide variety of programs and services.
4. Strong communication skills
5. Ability to provide and receive constructive feedback as necessary
6. Strong organization skills
7. Ability to multi-task.

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as a comprehensive inventory of all duties, responsibilities, qualification and objectives required of employees assigned to this job.