



**BOYS & GIRLS CLUBS
OF SHEBOYGAN COUNTY**

Position Description: Graduation Specialist

As a mentor, you know the incredible impact one person can make for youth. The value of that impact is lifelong when your goal is high school graduation. Join us in ensuring the success of teens at South High School as our Graduation Specialist!

The Graduation Specialist is someone who is -

- Experienced in mentoring and motivating teens
- Skilled in communicating with teens, families, and available resources
- Able to effectively manage a diverse caseload of 20-25 students ages 6th-12th grade
- Comfortable assessing and tracking data and delivering on grant requirements

Primary responsibilities include but are not limited to:

Leadership & Management

- Oversees the recruitment and retention of students to maintain a caseload of 20-30 6th – 12th grade students to achieve Be Great Graduate grant outcomes
- Oversight of case management activities and documentation of interactions and supports through the Check and Connect process.
- Have regular communication with school and Club staff to provide status updates of the participants and overall program implementation.
- Connect parents/guardians and participants with appropriate school, Club and community resources.
- Engage school staff and integrate into school culture by building relationships and participating in professional development opportunities as appropriate.
- Motivate students to focus on a graduation plan.
- Communicate effectively with students, parents/guardians, volunteers, peers, and the community.
- Provide guidance, role modeling and career counseling to students.
- Maintain detailed records of data and report on data as needed.
- Facilitate wrap-around care services for youth, as needed and as appropriate.

Program Development, Implementation & Evaluation

- Implement goals, objectives, policies, procedures and standards for Be Great Graduate program.
- In collaboration with school staff, implement program activities that support students in moving towards high school graduation.
- Maintain a weekly minimum of one hour of direct contact with all assigned students.
- Participate in individual and group supervision sessions as appropriate.
- Provide academic advisement.
- Create and facilitate maintenance of college readiness portfolios of teens.

- Ensure quality improvement by monitoring and evaluating program achievement against targeted goals, recommending modifications that respond to students' needs and interests.
- Monitor and evaluate the program, services and activities to ensure the safety of students, quality of program, and positive image of the Club at all times.
- Collect outcome data to fulfill program/grant requirements.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's degree preferred
- Valid Driver's license required
- Mandatory CPR and First Aid Certifications to be completed within 6 months of hire
- Minimum of two years' experience working with teens and ability to motivate teens
- Advanced knowledge of youth development, behavior management, outcome evaluation, and collaboration
- Ability to establish and maintain effective working relationships with a diverse group of individuals
- Ability to work independently, as well as in groups
- Demonstrated ability to effectively communicate necessary, correct, and timely information to others
- Ability to use technology for teaching, communicating, and for gathering, organizing, and analyzing information.
- A working knowledge of approved District curriculum for foundational skill instruction in both reading and mathematics.
- Exhibit strong job skills, including punctuality, reliability, and initiative
- Ability to reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust
- Ability to understand, remember and follow verbal and written instructions.
- Ability to complete assigned tasks without direct supervision.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to function under fast paced and noisy conditions. Must be able to interact and communicate effectively with co-workers and supervisor. Physical requirements include seeing, hearing, standing, sitting, stooping, and lifting up to 25lbs. Programs may be carried out in a variety of both indoor and outdoor settings.

DISCLAIMER:

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

Rate of Pay

- This role is classified as full time non-exempt (eligible for overtime pay). The pay range for this role is \$16-18/hr, based on experience.