



## Job Posting

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<b>TITLE:</b>	College and Career Coordinator
<b>PERFORMANCE PROFILE SOURCE:</b>	Youth Development Professional
<b>REPORTS TO:</b>	Club Director
<b>CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Exempt

### **POSITION SUMMARY:**

Boys & Girls Club of Collier County is seeking a talented candidate with a diverse background and experiences to lead change and inspire our Club teens. We are seeking a dynamic College and Career Coordinator who is responsible for helping Teen Club Members define their career aspirations and advise them as they work to meet those aspirations and achieve their educational goals. The College and Career Coordinator will work to increase teen enrollment and help create and implement the curriculum set forth for our Teen Programs. A successful candidate is fueled by a passion to lead the strategic direction to increase the number of college and career graduates by focusing on mentorship and job shadowing, high quality Career Technical Educational experiences, and increased College exposure opportunities.

### **Key Roles Essential Job Responsibilities:**

#### **Prepare Youth for Success**

1. Recruit and retain Middle and High School Teen members in order to increase teen enrollment and improve Average Daily Attendance, according to established organization membership goals.
2. Develop and design Teen curriculum, lessons, and activities that prepare all Teen members for post-secondary education and career.
3. Provide coaching, guidance, and feedback to Teen Club Members in all aspects of their college and career initiatives including identifying career goals, personal branding/marketing, resume writing, and interview skills. Support students and their families as they go through the college/career process; help students and their families aspire realistically and choose wisely in setting goals.
4. Schedule, organize and participate and provide support in student focused Career Services events, mock interviews, job fairs and seminars.
5. Provide lessons and workshops covering Job Exploration Counseling, Counseling on Post-secondary Opportunities, Workplace Readiness Training, and Instruction in Self-Advocacy.
6. Maintain and help students use online college and career planning resources.
7. Assist in identifying scholarships and local resources to provide students with additional sources of funding for college or other post-secondary education as well as provide them with support for SAT/ACT prep, filling out financial aid forms and college applications.

8. Train and Supervise Youth Development Professionals who assist with the implementation of Teen Program curriculum.
9. Regular travel required. Schedule will be split 3 days / 2 days between our Clubs in Naples and Immokalee with home base being our Bolch Club in Immokalee.

**SKILLS/KNOWLEDGE REQUIRED:**

- Four-year degree in a related field from an accredited college or university in a related field.
- Three years of experience planning and supervising activities based on the developmental needs of young people.
- Positive attitude with a strong belief in a team mentality.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated organizational, staff, and project management abilities.
- Valid driver's license and good driving record.

**Salary Range**

The salary range for this position is \$42,000 - \$48,000 based on education and experience.

**To Apply:**

Qualified interested candidates please send cover letter, resume and salary requirements to [HR@bgccc.com](mailto:HR@bgccc.com)

**DISCLAIMER:**

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

**EOE/DFWP/SFWP**