

BOLDER OPTIONS JOB DESCRIPTION

Position Title: Academics Program Coordinator (1 FTE/40 hrs per wk)

Department: Program

Agency Description: Bolder Options is an innovative organization focused on healthy youth development. Anchored in mentoring, comprehensive programming coordinates resources in a united effort to support youth, 10 – 14 years old, who are at-risk for dropping out of school or becoming involved in delinquent or unhealthy behaviors. Utilizing research-based curriculum, Bolder Options engages youth in goal setting, physical activity, academic support, and leadership opportunities to build confidence, maximize potential, and encourage healthy life skills.

Purpose: This position provides case management support for mentor/mentee pairs in the program. This position also designs, facilitates, and implements academic and educational programming at Bolder Options' Twin Cities location. This position will work closely with youth and mentors participating in our mentoring program and will provide lessons and creative activities involving academics, financial literacy, and more.

Reports to: The Academics Program Coordinator is directly supervised by the Program Manager and is a member of the Program Department.

Major Responsibilities:

- Manage a caseload of 16 matches (40%)
- Provide academic support for all matched youth (15%)
- Conduct and analyze Check & Connect process with all matches five times per year (10%)
- Plan and lead all Bonus Fun events (10%)
- Plan and lead all Bolder U events (10%)
- Collaborate with other program staff on collaborative projects (10%)
- Attend all required staff meetings and trainings (5%)

Qualifications/Competencies:

- A BA or BS in an education related field and/or human services field (social work, etc)
- Language skills in Spanish, Oromo, Somali, Hmong, or Karen preferred
- Experience in facilitating and implementing youth programming
- Experience in youth development, collaboration and networking, and program coordination
- Experience in and knowledge of youth work, particularly with high-risk populations and/or adolescents
- Must be comfortable leading groups of adults and youth in activities
- Must be able to work well independently and in a team setting
- A strong desire to learn and acquire additional skills
- Knowledge of and experience with Twin Cities academic community
- Flexibility in schedule to meet program needs
- Good judgment, initiative, and resourcefulness
- Excellent organizational, communication, time-management and prioritization skills
- Creative, adventurous spirit, good sense, of humor and fun