



Position: College & Career Coordinator
Reports to: Program Director
Hours / week: 25
Salary: \$19-\$22/per hour

GENERAL DUTIES: Chop's Teen Club (Chop's) is committed to providing teens with the skills they need to get and keep a job. The College & Career Coordinator is responsible for the organization and facilitation of Chop's College & Career programs including development, implementation, and evaluation. This position is responsible for developing and maintaining relationships and promoting Chop's programs to the Santa Rosa high schools. As with all Chop's Teen Club positions, this role ensures that all programs are operated according to organization's policies and standards.

KEY RESULT AREAS:

- Develops, implements and promotes programs with an emphasis on employability and leadership
- Teaches Work Ready Class and coordinates its work experience tracks with coordinators of the other program areas
- Responsible for ensuring adherence to the Chop's Code of Conduct and Behavior Guidelines
- Manages outreach at Santa Rosa high schools to ensure awareness of Chop's Teen Club workforce and other programs
- Recruits and manages volunteers according to established policies and procedures to support Chop's workforce programs
- Works with Member Relations Coordinator & Administrative Staff to manage programs through Active Net and ensures records are kept including budgets
- Monitors effectiveness of and interest in workforce programs and makes recommendations.
- Provides monthly program report based on set goals and objectives
- Participates in staff meetings, activities and training sessions
- Seeks to create a culture of mutual respect between members, parents, staff, and general public
- Manages Tutoring and Homework Help including volunteers and incentive plans for members.
- Actively participate in staff meetings and training sessions.
- Act as event staff for events and facility attendant as needed.
- Supervises floor staff as needed.
- Maintain good communications and relationships with participants and other staff.
- Sets a positive example in conduct and personal habits.
- Organize and maintain free schools supplies, including managing inventory controls.
- Develop and maintain relationships with other youth sports programs and coaches, college and career counselors/coordinators.
- Other responsibilities as needed.

MINIMUM QUALIFICATIONS:

- At least 21 years of age
- Experience writing, developing and delivering programs with a focus on employability for youth
- Ability to promote programs to the community

- Knowledge and experience teaching and working effectively with, and relating to, teens ages 12 to 18
- Fingerprint clearance through California Department of Justice
- First aid and CPR certification required with 90 days of employment
- Bachelor's Degree, related coursework preferred or commensurate experience
- Ability to lift and move equipment weighing up to 35 pounds across the property for various program and event needs.

Questions? For more information please call Kevin at 707-284-2467 x117