



## High School Program Coordinator– GirlUp GVL

### Summary/Objective

The GirlUp GVL High School Program Coordinator plans, coordinates, leads and executes all High School programming. This position also plays a vital role in establishing networks and opportunities for connectivity within the local community for the sole purpose of enriching the lives of GirlUp GVL students. The High School Program Coordinator partners with the Executive Director and Program Director to research, identify, develop and sustain key relationships within the community for the betterment of GirlUp GVL students. This position will be a key intermediary between students and their parents, teachers, employers, current and prospective educational partners as well as other key community advocates - clear and regular communication between these key stakeholders is critical. The GirlUp GVL High School Program Coordinator's effectiveness will be based on their ability to establish healthy relationships with students, successfully deploy program curriculum and activities, and their engagement with community partners to successfully identify and meet the individual needs of the High School students.

### Essential Functions

- Working alongside the Program Director, build relationships with Middle School students in the Program to cultivate trust for upcoming high schoolers.
- Work with the Middle School students, High School students and their families, along with the GirlUp GVL Executive Director and other professionals involved with the students to develop a case management service plan that addresses the specific needs of the individual student (Individual Success Planning).
- Working alongside the Program Director, ensure the Middle School and High School students are meeting their personal goals as well as program goals (job placement and application, driver training, academics, etc.)
- Transport students as necessary. Including but not limited to: after school pick-up, drop-off after program completion, to and from scheduled events, activities, and to and from community partners.
- Create enrichment classes with outside partners for High School Students.
- Plan, coordinate and execute program activities daily.
- Prioritize the interests, betterment, growth, health and safety of the Program Attendees - set personalized goals with the girls.
- Develop and sustain relationships with student's parents, family members, High School teachers and administrators, as well as community partners.
- Develop reasonable, appropriate, and personalized expectations and plans based on each student's abilities - maintain strict confidentiality at all times.
- Actively participate on a GirlUp GVL board committee.
- Working with the Program Director, develop, implement and support High School programming and curriculum.
- Assist with GirlUp GVL general administrative activities as needed.
- Assist students with communication - establish professional rapport between students and key partners.
- Support students in completing job or program applications, resumes and other documents as needed.
- Help establish career options and paths for students.
- Build relationships and trust with each High School student.
- Invest in furthering High School Student's academic success and character development.
- Engage students with grace, love and patience.
- Meet with the Executive Director and Program Director for regular individualized updates and for collaborative engagement with other GirlUp GVL employees.
- Coordinate and interact with volunteers, mentors and community partners ensuring they feel welcomed and comfortable to work safely and effectively with the students.
- Complete, update and maintain documentation for High School Students..



- Lead and support short and long term strategic partnership planning and development.

### **Required Competencies**

- Patience and understanding
- Problem solving
- Strong work ethic and Initiative
- Reliability
- Business and professional acumen
- Multitasking with attention to detail
- Conscientiousness
- Emotional & situational awareness
- Self starter
- Working with marginalized, at-risk children
- Strong verbal and written communication skills
- Networking skills
- Conflict resolution

### **Required Education, Certification and Experience**

- Previous experience working with middle or high school youth
- Minimum 2 years of working experience
- High school diploma or GED
- CPR and First Aid Certified
- Experience with Microsoft Office Suite
- Valid driver's license
- Reliable transportation

### **Preferred Experience**

- 2+ years of experience working with middle or high school youth
- Bachelor's degree in Social or Human Services degree, or 2+ years of related experience working in a similar field
- Leadership experience

### **Other Pre-Employment & Screening Requirements**

- Completion of GirlUp GVL Employment Application.
- 21 years of age or older.
- SCDMV Motor Vehicle Report – two (2) or less moving violations within the last three (5) years.
- All candidates must submit to a mandatory pre-employment background check and drug screen.
- Submittal of three (3) or more professional references.

### **Supervisory Responsibility**

This position will supervise volunteers and mentors and their interactions with Program Attendees.

### **Work Environment or Working Conditions**

This job operates in a variety of environments such as but not limited to the following: classroom settings, outdoors, vehicles (i.e. bus, car), events and professional meetings. This role routinely uses standard office equipment such as computers and phones. This position is required to operate vehicles to transport Program Attendees regularly.



### **Work Hours and Schedule Expectations**

- Typical program working hours
  - School year - Monday 12pm - 8:30pm, Tuesday – Thursday from 11 - 6:30pm, Friday - varies
  - Summer - Varies based on High School Student’s Internship Schedules
- Additional weekly flex hours may be needed for school and parent engagement, small group activities outside of daily program hours, administrative program support as well as GirlUp GVL planned events.
- Additional weekly work hours may be warranted for various purposes.
- Weekly staff meeting with the Executive Director.
- Work may extend past or before typical working hours during weekdays.
- Weekend hours may be required and will be communicated in advance.
- Summer work and hours will vary based on scheduled summer activities.

### **Physical Demands**

- Ability to lift 10 – 20lbs
- Ability to stand/walk for up to 5 hours.
- Ability to sit for up to 5 hours.
- Ability to safely operate vehicles for up to 4 hours.
- Ability to mentally handle stressful and/or emotional situations.
- Ability to maintain confidentiality of program attendees

**EEO Statement:** At GirlUP GVL, we thrive on the differences and unique worth and value of everyone for the benefit of our community. GirlUp GVL is proud to be an equal opportunity workplace.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.