



Program Coordinator

Program Mission: *To support academic achievement through athletics.*

Position Summary:

The Program Coordinator will be responsible for overseeing and managing a Scholar Athletes (SA) Zone learning center, located in a partner public high school. They are responsible for the recruitment, enrollment and retention of current and potential scholar-athletes into the Scholar Athlete Zone throughout the year. The Program Coordinator is responsible for ensuring that all Scholar Athletes Zone members have to access academic coaching and mentoring, health and wellness and postsecondary supports. Measuring and tracking key performance metrics to ensure program effectiveness is an essential element of the position. Program Coordinators will also help Scholar Athletes build long-term relationships within the school building and local community to support and enhance the program mission and goals.

Department: Scholar Athletes Program Services

Reporting To: Program Manager, Scholar Athletes

Direct Reports: Program Assistants at some school sites

Location: Various Boston Public High Schools

Status: Non-Exempt/Hourly

Responsibilities included but not limited to:

- Recruit, enroll and retain scholar-athletes throughout the school-year using various methods to increase Zone membership and meet program targets; including engagement with “out-of-season” athletes to encourage participation in the Zone to help facilitate in-season eligibility
- Implement Scholar Athletes programming to provide academic coaching and mentoring, health and wellness and postsecondary support to Zone members grades 9-12
- Build strong partnerships with school officials including principals, athletic coordinators, guidance staff and other key decision makers by demonstrating an understanding of the school’s priorities and work collaboratively to craft and implement solutions in support of students
- Establish positive working relationships with other community based organizations within the school building to collaborate and leverage all resources available to Zone members
- Consistently meet with and engage all coaches to generate buy-in, increase awareness of Scholar Athlete programs and leverage their position to engage student athletes in the Zone
- Engage parents/guardians in Scholar Athletes programming and build awareness of the resources available to Zone members.
- Manage and ensure security of all resources within a Zone including the physical space
- Empower Zone members through mentoring and tutoring
- Participate in Scholar Athletes and site events, including but not limited to All-Star games & athletic clinics, fundraising events, funder site visits, Board & Committee meetings, SAT practice tests, professional development trainings, and community events.
- Serve as brand ambassador both internally and externally to key stakeholders and new constituencies.
- Participate in site wide and position specific professional development initiatives.
- Enter and manage program data to meet and execute against key performance targets and outcomes
- Supervise on-site support staff and manage volunteer engagement with scholar-athletes to ensure effective interactions
- Perform other tasks as needed to support the organization

Professional Requirements & Expectations:

Scholar Athletes is seeking an experienced professional with a minimum of 1-3 years of successful work within a youth development context and/or urban public school system. S/he should also have experience working on an innovative team and/or program in a sophisticated organization with a reputation for excellence and high expectations. A demonstrable track record of self-initiative, organization, and passion for 'giving back' is essential. In addition s/he will have:

- Bachelor's degree and/or equivalent
- Proven experience and track record of success with managing relationships with students, families, and school based staff and community organization.
- A solid understanding of the public school districts and key initiatives
- A track record as an effective communicator and collaborator; a team player with developed skills in writing and speaking; receptive and responsive to feedback; the ability to communicate the program's mission and interests to a broad audience;
- Strong problem solving, time and project management skills; ability to prioritize projects and tasks, and deploy resources.
- Passion for working with youth, urban education, and nonprofit work
- Organized; ability to multi-task; detail oriented, works well under pressure to meet deadlines
- Flexibility to accommodate the organizational priorities and needs at any given time
- Adequate software skills, particularly with Microsoft Word, PowerPoint, and Excel

Necessary Attributes:

Candidate must possess the Scholar Athletes Core Values:

Driven by our mission

Committed to our scholar-athletes

Focused on our future

Innovative in our approach

EEO Statement:

Scholar Athletes is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Interested candidates should submit a cover letter & resume to:

SAInfo@WeAreSA.org