

YMCA of Greater Boston

Job Description

Branch: Education and Training, International Learning Center

Position Title: Program Coordinator and Lead Advisor

Program Coordinator Responsibilities

- Develop and maintain relationships with community partners
- Coordinate service day events with Corporate volunteer groups, and nonprofit volunteers for: workshops, mentoring, mock interviews, etc.
- Problem solve day to day and serve as the point person for staff and students with questions or concerns, supervising program operations daily
- Ensure day to day staffing is maintained and coordinate substitutes
- Lead recruiting, interviewing, selecting, and training staff members
- Supervise front desk team/"core team" of 2-4 staff who process applications, ensuring a high level of customer service
- Work with lead DESE teacher to develop program calendar of testing dates and guest speakers
- Lead new student orientation
- Stay up to date on policies and ensure the program meets DESE (Department of Elementary and Secondary Education) requirements

Lead Advisor Responsibilities

- Lead a team of 3 to 5 advisors who work individually with 200+ students on college entrance and job attainment or promotion
- Hold monthly meetings with a team of advisors to address student concerns and share insights and resources
- Gather and share information about steps needed for career paths that interest the students, i.e. becoming a nurse or a software developer
- Track all 1,500+ students' progress from intake to outcome in Excel and online database
- Serve as Advisor for 14-30 students as needed

Instructor Responsibilities

- Teaching some career, college, computer, and English language skills required. Up to 15 hours of teaching per week.
- Plan lessons that incorporate critical thinking and adhere to DESE and WIOA best practices and requirements. Document curriculum standards the lesson addresses.
- Substitute all language levels

Additional Duties:

- Plan field trips to local colleges, universities, libraries, and college planning centers
- Lead intake at the front desk up to 10 hours per week
- Lead the organization for school-wide graduation ceremonies twice a year
- Administer Best Plus and TABE tests or other ILC tests as needed

\$45,000-\$50,000 per year

Full-time Exempt

Hours vary and include evenings and Saturdays

To apply, send a cover letter and resume to sharkleroad@ymcaboston.org by November 1, 2018.
Position open until filed. No phone calls, please. No work sponsorship available.