

~ JOB POSTING ~

Catholic Charities of Tompkins/Tioga

JOB TITLE: YES Coordinator

PRIMARY WORKSITE: Spencer VanEtten School District

JOB FUNCTION: Provide case management services to at-risk youth.

SPECIFIC DUTIES:

1. Supervision of part time mentors and tutors.
2. Responsible for the Program at designated school site, mentoring and summer lunch program.
3. Implement an after-school academic support program designed to close the gap and improve grades for at risk youth and county wide volunteer mentoring program.
4. Design quarterly plans that are reviewed weekly for each youth in the program, to include academic needs as well as programming related to life skills and career counseling
5. Provide the school district, Department of Social Services, CCTT Executive Director, and Tioga Director with quarterly reports regarding youth and program progress.
6. Establish study skills that are specifically designed according to each individual student's needs.
7. Provide family guidance and support, opening communication between home and school.
8. Intervene to improve attendance patterns by contacting parents regarding tardiness and any absences from school.
9. Coordinate work opportunities for youth who are prepared to engage in employment by collaborating with Tioga Employment Center.
10. Minimize barriers that interfere with or impede school performance.
11. Insure that youth are accessing programs and services that are available to them, advocating when needed.
12. Maintain regular contact with the teachers and parents to assist students with academic needs and struggles.
13. Organize activities and field trips to enrich experience outside the classroom in areas of academics, career and community service as well as rewards for goals achieved.
14. Participate in grant research, writing and implementation.
15. Other duties as assigned.

QUALIFICATIONS: Experience in tutoring and working with at risk youth preferred. Minimum BS or BA in education, social sciences, human services, psychology, or related field. Combination of education and experience will be considered.

BENEFITS: Paid vacation, sick, and holidays. No cost retirement plan, group life and disability insurance Health Insurance options supplemented by agency. Employee Assistance Program. Paid training. Eligible for dental and vision insurance at group rates, pre-tax flexible spending plans for medical expenses or dependent care, 401k plan and other supplemental insurance.

HOURS: Full-time (35 hours/week). **RATE OF PAY:** To be discussed at interview

Send cover letter and résumés to: CatholicCharitiesOfRochester@gmail.com