



**BOYS & GIRLS CLUBS
OF INDIANAPOLIS**

POSITION DESCRIPTION

CATEGORY: Program

LOCATION: Indianapolis

TYPE: Full-Time

ORGANIZATION: Boys & Girls Clubs of Indianapolis

TITLE: College and Career Readiness Coordinator

DESCRIPTION: Boys & Girls Clubs of Indianapolis is seeking a self-motivated individual to develop and implement workforce development and post-secondary preparation programs with urban teens. The Program Coordinator will be responsible for implementing College & Career Readiness programs to junior high and high school students at five different locations throughout the city, planning College and Career Tours, promoting scholarship opportunities, and following up with scholarship recipients, as well as developing collaborative relationships with local employers to help youth develop entry level work skills and explore employment opportunities.

Typical hours are from 1:00 – 9:00 p.m. during the School Year, and from 9:00 a.m. – 5:00 p.m. during out of school times. Some weekends and travel may be required.

Qualified candidates will have a Bachelor's Degree in Youth Development, Education, Social Work or a related field, as well as excellent written and verbal communication skills and experience in youth work, program development and implementation, and grant management. Experience in counseling and/or advising students on barriers to success will be considered a plus.

Resumes should be submitted to: LeeAnn Harris at lharris@bgcindy.org no later than October 4, 2019