



Learn. Teach. Achieve. Inspiring Today's Students and Tomorrow's Teachers.

COLLEGE BOUND COORDINATOR

MISSION OF BREAKTHROUGH

The mission of Breakthrough Kent Denver is two-fold: **first**, to increase educational and social opportunities for motivated, financially under-resourced, middle and high school students through a quality year-round program, and **second**, to motivate and train college students for careers in education.

Breakthrough Kent Denver is part of a National Collaborative of Breakthrough programs. We are housed at Kent Denver School but fundraise and implement programs as a separate entity. We are a fun, fast-paced office who work collaboratively to deliver quality programming to our student and aspiring teachers.

OUR GOAL

Our goal is that 100% of our students graduate from top performing high schools and 100% go onto college, and that we train effective teachers and create education advocates.

JOB DESCRIPTION: College Bound Coordinator

The College Bound Coordinator is a role with multiple parts. This role is responsible for the College Bound Program, the High School Choice Program, and manages the operations of the office during the school year and the Summer Program. This role will also assist with new student recruitment. This role may not hold traditional office hours at all times, as this person may need to travel to a student's school or home in the afternoon or evenings. This role reports to the Executive Director and works collaboratively with the rest of the Breakthrough team to ensure the programs run smoothly.

Duties and responsibilities for this job include:

High School Choice Program

- Oversee and implement the High School Placement Curriculum: Consists of 4 classes taught during the Summer Program.
- Annually update the Ultimate Resource Guide: A Packet of information regarding Denver Public High Schools.
- Conduct 1-2 annual meetings with 8th grade parents to ensure our community is well informed on the choice process and the options available to them.

College Bound Program

- 10th Grade: Innovate and implement curriculum for 10th grade Saturday Schools.
- 11th Grade: Conduct phone calls, emails and in-person visits to ensure the 11th grade students are on track to graduate high school and apply for colleges. Provide students with the individual assistance needed. In addition, manage volunteer attendance for Saturday Schools.
- 12th Grade: Conduct phone calls, emails, and in-person visits to ensure the 12th grade students are on track to graduate high school and have applied for college. Provide students with the individual assistance needed. In addition, manage volunteer attendance for Saturday Schools.
- Provide high school students with College Readiness resources:
 - Assistance with essays, resumes, financial aid, scholarships, standardized tests, etc.
- Be willing and excited to meet students where they are at in the college bound process. Be ready to travel to their school or home to ensure their success.



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- Track all high school students and update contact/enrollment information on database.
- Find and promote summer and school year opportunities for high school students.
- Partner with other college readiness organizations that serve our population.

School Year Operations

- Purchase and order supplies and food for Saturday Schools,
- Translation of documents and presentations for families (Spanish).
- Assist with execution of annual fundraising event.
- Manage the Breakthrough phone and return calls and messages

Summer Program Operations

- Recruit, train, and manage high school summer volunteers.
- Manage Superheroes and All School Meeting Coordinator.
- Oversee 8th Grade/High School Placement courses.
- Coordinate parent conferences.
- Manage student attendance, morning bus drop off, and afternoon pick-ups.
- Help manage behavior situations between students.

Student Recruitment

- Assist the Communications and Program Coordinator with recruitment and presentations

Desired Qualifications:

- Bachelor's Degree required.
- Bilingual in Spanish preferred.
- Minimum two years work experience in education (teaching or administration preferred) or experience working with middle and high school students.
- Passion for education and student achievement.
- Excellent oral and written communication skills.
- Comfortable presenting and advocating for Breakthrough in front of multiple audiences: students, parents, teachers, donors, etc.
- Professional demeanor, positive spirit, growth mindset, diplomacy, empathy, strong interpersonal skills.
- Willingness to be silly and fun in pursuit of helping create a strong Breakthrough community.
- Proficient in MS Office Suite (Word, Excel, PowerPoint).

Work Hours and Expectations:

This position is a full-time, year-round position. This position also receives benefit, sick-days, and vacation commensurate with other Breakthrough and Kent Denver School staff.

Start Date: June 1st, 2019 (this can be flexible), **Salary:** Commensurate with experience

To apply, email a cover letter and resume to Sarah Dutcher at sdutcher@kentdenver.org. For more information about the program, please see our website, www.breakthroughdenver.org, or contact Kyle Bobrick, Director of Communications, at kbobrick@kentdenver.org.