

eliminating racism empowering women

ywca

Central Massachusetts

Position:	Academic Coordinator/Support Services – Girls CHOICE
Accountability:	Director – Women's Economic Empowerment
Hours of Work:	Part-Time; 15 hours/Week – School year - Must be available Saturdays
Location:	Worcester
Hourly Rate:	\$15.00
CORI Required:	Yes

About the YWCA Central Massachusetts

For more than 125 years, the YWCA Central Massachusetts has served as a life-long positive force for women and girls, their families and communities. By leveraging the reach, power and passion of our members and supporters, we have created lasting change.

The YWCA Central Massachusetts offers a wide range of programs, including early education & care; domestic violence services; career assistance; healthy lifestyle promotion. Our services strengthen women and girls in the community, helping them to realize their full potential.

General Function:

Girls CHOICE is a long-term mentoring program which pairs professional women with at-risk students beginning in 7th grade until 12th grade. The goal is to help each mentee obtain higher education, and mature into a financially independent and self-assured young woman. The Academic Coordinator is responsible for providing case management to the Girls CHOICE Program to ensure participants and mentors are receiving support and gain access to any resources that can help address their needs.

Responsibilities:

- Monitor and track student attendance and participation in the scheduled programming with mentors on a weekly basis for high school students.
- Provide crisis management services as needed.
- Facilitate parent/mentee guidance meetings as needed to maintain compliance with Girls CHOICE rules and procedures.
- Create and maintain individual files for intake and assessment.
- Be an active liaison between Worcester Public Schools and Program Manager by working closely with guidance counselors, school adjustments counselors etc.
- Establish disciplinary program policies and enforce when needed.
- Take meeting minutes when present.
- Perform other duties as requested.

Qualifications:

- Minimum of Bachelor's Degree in Counseling, Psychology or related field
- Experience working with youth
- Must be culturally sensitive and able to effectively communicate both orally and in writing with people of all demographics

How to apply:

If you are interested in applying for the above position please send your resume to:

Email: HR@ywcaworcester.org

Fax: Human Resources at 508-754-0496

Mail: YWCA Central Massachusetts
Attn: Director of Human Resources
1 Salem Square
Worcester, MA 01608-2090

The YWCA Central Massachusetts is an Affirmative Action/Equal Opportunity Employer.