BRIDGE TO SUCCESS PROGRAM
BRIDGE TO SUCCESS TEAM LEADER

Title: Bridge to Success Team Leader
Compensation: $13.50-$14.50
Program: Bridge to Success Program
Employee Status: Part-Time, Exempt
Reports To: Bridge to Success Program Manager
Start Date: August 2016
Position: 2016-2017 School Year
Potential End Date: June 2017

Program Summary
The Bridge to Success Program supports high-school students enrolled in a credit recovery program to create a positive vision for their future toward a career and higher education. The classroom-based program uses guest speakers, field trips, and a college and career access curriculum to encourage and inspire student participants to set and achieve goals. These three program pieces work together to give students real world experiences on the topics of college, career planning, and life skills.

Position Summary:
Bridge to Success Team Leaders carry out daily Bridge to Success programming at all sites and maintain professional relationships with school administration, staff, and teachers as well as guest speakers and program visitors.

Essential Functions:
1. Implementation of Bridge to Success curriculum, including:
   • Goal setting: planning, executing, and assessment
   • Resume writing, job applications and interviewing skills
   • Professional communications (workplace, telephone, email)
   • Financial literacy
   • Guest speakers, field trips, college tours
   • Internships and job-shadowing experiences
   • Leadership and life skills
   • Personal and cross-cultural awareness
2. Teaching and engaging all youth in a classroom setting.
3. Creating a classroom structure and culture of engagement, focus, growth, and respect.
4. Partner with youth, one-on-one, to develop and update individualized goals and plans for personal, educational, and career success.
5. Assist youth in identifying and eliminating barriers to success in secondary and post-secondary education settings.
6. Weekly student grades, assessments, and progress notes tracking educational progress and achievements.
7. Plans and organizes in-school college access programs such as financial aid and college readiness workshops.
8. Identifies, encourages and assists students with information regarding education options beyond high school, including institutional choice, career options, admissions and financial aid applications.
9. Advises students about college entrance exams and test preparation resources.

Qualifications:
1. Ability to work effectively with high school students of diverse backgrounds in a classroom or small group setting.
2. Experience working with youth development, college/career access, and youth academic enrichment strongly preferred.
3. Strong facilitation skills and ability to engage youth in activities and coaching conversations.
4. Ability to work effectively as a team member.
5. Ability to take initiative when challenges arise, problem solve, and communicate effective solutions.
6. Highly organized with exceptional time management skills.
7. College degree preferred.
8. Bilingual preferred.
9. Must pass a criminal background check (Live Scan fingerprinting) prior to beginning employment with children.
10. Must present proof of negative Tuberculosis skin test prior to beginning employment dated within 60 days.

To be considered, please send the following to the Bridge to Success Program Manager, Karena Agis:
1. Resume
2. Your availability for the 2016-2017 school year

Your resume and availability must be emailed to karena@lbblast.org. No phone calls please.