



YouthBuild Philadelphia Charter School
1231 N. Broad St., 3rd Floor
Philadelphia PA 19122
(P) 215-627-8671
(F) 215-763-5774

Job Title: Success Coordinator

Status: Full Time

Reports To: Director of Student Success

Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: Philadelphia, Pennsylvania

Mission

YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision

YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.



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YouthBuild Philadelphia Charter School will maximize its capacity to engage each student's passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values

YBPCS' values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The programs three core values - **respect, excellence and perseverance** – are reinforced through all aspects of the program.

Impact Statement

Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve *economic stability and personal development*, and become *critically conscious* leaders within their communities.

Job Summary

Success Coordinators provide holistic support with barriers, resource and systems navigation, goal setting, and postsecondary or employment guidance for students and alumni at YouthBuild. The Success Coordinator partners with students and alumni as they take personal responsibility for success in their own life in order to be prepared for life after graduation. The Success Coordinator serves as the primary individual that provides Supportive Services, Career Advising, Post Secondary Support and Placement/Retention Coaching to students/alumni during their two year journey at YouthBuild Philadelphia Charter School. With a caseload of approximately 30-37 Year 1 students and 30 Year 2 students, the goal of the Success Coordinator is to assess student barriers and needs, make referrals for appropriate resources (school based and community based), and monitor student/alumni progress. The regular hours for this position are weekdays 8:00 a.m. to 4:00 p.m, with flexibility required for program schedule changes, alumni/student schedules, as well as for occasional evening and weekend events.



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Responsibilities and Duties

- Success Coordinators will be responsible for partnering with students in helping them to identify and respond to barriers in addition to creating Individualized Success Plans (ISP) with them, that will be designed to identify, address and combat barriers to student success. ISPs will be used as a primary monitoring tool to track students' progress through Year 1 and Year 2.
- Analyze and use data (attendance, engagement, placement, and retention of placement) to guide conversations with students and GPS (Graduation Pathway Support) teams to support student's success.
- Support all students and alumni with college and career placement support by ensuring that they have access to opportunities that match their long term goals and are prepared for their next steps after YouthBuild.
- Support Year 2 students (YouthBuild Alumni) assigned to caseload, in partnership with program staff to ensure success as students advance in their field through individual meetings, group workshops, advising on FAFSA/PHEAA, visits to alumni on-site at their placement, and reviewing data.
- Collaborate with students in Year 1 to facilitate individual conversations about their career plans and collaborate with program staff to support students in their bridge program, a short term career or postsecondary exposure experience, at a partner organization.
- Engages with young people who go inactive in their first year to support them with either reengagement at YouthBuild to complete their diploma and/or connection to other high school diploma programs in the City of Philadelphia.
- Track student attendance daily, analyze data and conduct follow up attendance meetings with student and supporting staff
- Conduct home visits for students who have low engagement, attendance or have gone inactive.



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- Engage in school wide responsibilities which includes Keeper of Culture, mentoring, community service, and extracurricular activities including trips, incentive activities and other Student Life led events. Support the overall climate and culture of the program, including but not limited to, the utilization of restorative discipline practices with students, support of leadership development, participation in events, and visits to worksites/internships. Participate in community service projects in keeping with the service ethic program.
- Serve as a lead to the interdisciplinary GPS (graduation pathway support) team, facilitating and monitoring interventions (behavioral, academic, and social) and communicating students' status to appropriate staff.
- Develop, track, report and document alumni/student career planning progress, placements, retention of placements, success stories, grant compliance and performance metrics.
- Assists special education staff and teachers in the development and implementation of IEP goals and strategies for students' success.
- Provide support to students during Year O recruitment sessions. This includes attending information sessions, and providing one to one support with new applicants.
- Attend department, program, SAP (student assistance program), all-staff, GPS, and other meetings, as required by the Director of Student and Alumni Success.
- Reflect school-wide commitment to developing critical consciousness with young leaders via deep consideration of social identities and racial literacy priorities.
- Research, utilize and maintain best practices, as well as knowledge of trends, related to out-of-school youth, case management, career development, adjudicated youth, and partnership development;
- Continue to develop professional skills through active participation in trainings and professional-development activities offered at the School, community workshops, and professional conferences;
- Maintain knowledge of social trends and interventions related to the youth that we serve.



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Qualifications:

- Bachelor's degree from an accredited college or university;
- Three to five years' experience in case-management and/or Career Development utilizing appropriate principles and techniques;
- Ability to operate in a fast-paced, highly flexible work—often highly intense—work environment;
- Knowledge and experience in partnership development with community agencies;
- Ability to travel to locations, organizations or events in the City of Philadelphia and surrounding counties;
- Creativity in developing strategies that lead to students' success;
- Excellent counseling and Career coaching skills
- Detail-oriented, with strong organizational skills;
- Strong communication skills and ability to present information within expertise to large groups;
- High level of professionalism and customer-service skills;
- Experience working in a team setting;
- Respect for the intelligence and experiences of young adults;
- Strong commitment to helping young adults succeed in reorienting their lives, nurturing their leadership skills, and enabling them to make a difference in their community.

Common Competencies

- Mission driven to work with YB's student body
- Intermediate to advanced Microsoft Office skills
- Intermediate to advanced Google Suite skills
- Commitment to social justice
- Demonstrated values that align to restorative practices
- Willingness to prioritize data collection, analysis, and sharing
- Willingness to reflect on impact data and incorporate that information into routine decision-making



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Clearance Requirements

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

How to apply: Send your cover letter, resume and salary expectations via email to Human Resources at careers@youthbuildphilly.org with subject line Success Coordinator.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.