

Boys Hope Girls Hope of Baltimore
300 E. Lombard Street * Suite 1111 * Baltimore, MD 21202

There's No Place Like Hope. Boys Hope Girls Hope Baltimore helps academically capable and motivated children-in-need to meet their full potential and become men and women for others by providing value-centered, family-like homes, opportunities, and education through college.

NDA Position: Education Curriculum Coordinator

The Education Curriculum Coordinator supports the Mission and Values of Boys Hope Girls Hope by assisting staff in the daily functioning of the home, with particular emphasis on supporting academic success and community involvement of the scholars. The ECC is part of a team of professionals and will assume varying degrees of direct responsibility for the care of BHGH scholars. The ECC is expected to execute these responsibilities in a professional manner, acting at all times as a positive adult mentor and role model to the scholars.

Major Responsibilities:

I. General Responsibilities

- a. Understand and act in accordance with Boys Hope Girls Hope program policies and standards
- b. Assist staff in caring for scholars in residence, including health, safety, and discipline issues
- c. Support the development of scholars in accordance with individual scholar serviceplans
- d. Perform tasks necessary to maintain a clean and safe environment, and for home to function including cooking, cleaning, shopping, and driving

II. Support Academic Success of Scholars

- a. With staff, monitor academic progress and needs of scholars
- b. Provide individual tutoring and academic assistance to scholars
- c. Develop and monitor academic improvement plans for scholars
- d. Implement or develop intellectually enriching activities in the home
- e. Assist with planning and execution of college preparation activities like campus visits and the application process
- f. Implement and maintain the Education Curriculum

• **Education Curriculum:**

Goal:

To establish and maintain relationships with each scholars' teachers in classes that the scholar receives a grade of "B" or lower in an effort to develop an Educational Support Curriculum designed to bring the scholar's grade up to a grade of "A" or higher, the academic goal of Boys Hope Girls Hope of Baltimore.

Objective 1: The ECC will establish meet with each scholar's teacher along with their Primary Residential Counselor to discuss areas of concern and need for improvement on academic subjects.

Objective 2: The ECC will create an Educational Curriculum for each scholar identified as needed to improve particular school subjects. The Educational Curriculum will provide a plan of action to improve the scholar's subject performance in cooperation with the house staff and scholar's teacher.

Objective 3: The ECC will communicate with the scholar's teacher weekly in person or by email or phone to monitor the scholar's progress.

Objective 4: The ECC will communicate with BHGH Baltimore's house manager and staff on the development of each scholar at the weekly staff meeting.

Objective 5: The ECC will work with BHGH Baltimore's tutors to address each scholar's deficiencies and to communicate to everyone involved with each scholar's academic development the Educational Curriculum that has been established.

III. Promote Community Involvement

- a. Identify, track and promote age appropriate service activities
- b. Plan, coordinate and participate in community service opportunities for individual scholars and groups of scholars
- c. Maintain, and role model for scholars, positive relations with neighbors, community groups, schools, authorities, peers and parents of scholars

IV. Administrative and Record Keeping

- a. Complete required documentation of activities in a timely and accurate fashion
- b. Understand house budget, properly track and document all approved expenses

Qualifications:

- Applicants must be at least 21 years of age.
- Bachelors Degree from an accredited college or university, or a high school diploma with at least two years experience working with youth in an educational setting.
- Valid driver's license.
- Will receive CPR and first aid training.
- Displays Responsible Judgment and Maturity, Flexibility and Sense of Humor, Motivation and Commitment, Communication and Team Work Skills, Good Written and Verbal Skills, Commitment to higher Education Attainment.
- The volunteer position requires the ability to perform household tasks like shopping, cooking, cleaning and minor property care that may require bending, lifting and carrying. The position requires the ability to closely monitor the whereabouts and activities of several pre-adolescent and adolescent children in a multi-story home, as well as the ability to safely transport children in program vehicles. It may also require engaging in athletic, recreational and/or camping activities with the residents.

Working Conditions:

This is a volunteer position focused primarily upon serving program participants. The Notre Dame Mission Volunteer does not reside in the home, yet will support of the goal of creating a family-like atmosphere, and the development of positive, committed relationships. While working within a home team schedule, the Education Curriculum Coordinator will be required to be flexible with regard to the ongoing needs of the Boys Hope Girls Hope scholars.