

**Job Posting: H.S. Enrichment Coordinator (Part-Time)
Boston Scores****About Boston Scores**

Boston Scores is a non-profit youth enrichment program headquartered in Jamaica Plain. Founded in 1999, Boston Scores is one of the largest out-of-school time youth programs in Boston, providing free after school & summertime soccer, poetry and service learning programs to more than 1,500 Boston Public School students each year.

About This Position

Reporting to, and with the support of, the Senior Program Manager (High School), the High School Enrichment Coordinator will be responsible for helping to organize College & Career Readiness enrichment activities for approximately 100 boys & girls enrolled in the Boston Scores high school soccer team program during the spring and summer of 2021.

This is a **seasonal, part-time position** at 14 hours per week available from April until the end of August 2021. Candidates must be available for late afternoon and evening schedules primarily during week days.

There is a potential for the position to be renewed for some or all of the 2021-22 school year beginning in September, but renewal of the position is dependent on funding from an outside grant which is not yet committed.

Responsibilities of the High School Enrichment Coordinator include:

- Schedule and organize monthly meetings for 11th and 12th grade students that will provide team-building activities, short and long term goal setting, college readiness resources, practical interview and job skill training, and additional workshops on topics that are relevant to the student population.
- Support the implementation of the Boston Scores Playbook for all high school participants making Playbook adjustments when necessary
- Identify post-secondary educational opportunities for 11th and 12th-grade students based on individual needs.
- Create and maintain partnership relationships with community-based organizations based on the need of the student population he/she is serving
- Assist students in evaluating college options, assist in the creation, editing and submission of college essays and applications as well as assist in financial aid applications.
- Lead one-on-one sessions in which the Coordinator will strengthen the lessons learned through monthly meetings and ensure that each young person receives guidance, instruction, and experience relevant to their individual needs and aspirations.
- Connect 11th & 12th grade students with job and internship opportunities throughout the academic year and summer months.



Desired Skills and Qualifications:

- Personal experience with the Boston Public School system
- Personal experience with the college application process
- Familiarity with the sport of soccer is a plus, but not required
- Candidates must be 18 years of age or older and eligible to work in the United States

Do These Characteristics Describe You?

- Reliable and able to prioritize tasks with deadlines
- Strong attention to detail, with an ability to work well with established processes and procedures
- Appreciation of working with a staff and board committed to diversity and social justice. Successful candidates will share our commitment to these values.

Work Culture

Boston Scores is committed to recruiting and sustaining a diverse staff. We understand the importance of inclusivity and welcome you, as you are. Individuals from all backgrounds are encouraged to apply.

This position will largely take place on athletic fields or in nearby meeting spaces during the spring and summer of 2021. Neat but casual and/or athletic apparel is appropriate for this position. Because our program meets in person, candidates must be available for in person work. This position cannot be performed remotely.

Compensation

This is a part-time position with a wage of \$19 per hour with an expectation of 14 hours per week. Scheduling of those hours is done in conversation with the Senior Program Director (High School).

To Apply

Please email your resume and a description of your interest in this opportunity to our Senior Program Director (High School), Ethan Goldman: ethan@bostonscores.org.

Boston Scores does not discriminate on the basis of race, color, ethnicity, religion, gender identity, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parenthood, or any other basis prohibited by applicable law.