Blugold Beginnings Site Coordinator Job Description

Blugold Beginnings is looking for a mature, responsible, committed and motivated student to serve as Blugold Beginnings Site Coordinator. The position is a full academic year commitment. Priority consideration is given to former Blugold Beginnings Mentors.

Blugold Beginnings seeks to inspire 5th through 12th grade students, especially underrepresented, low-income or first generation students, to believe that a post-secondary education is important, attainable and available at UW-Eau Claire and other colleges/universities.

Each elementary school program time is provided a site coordinator and a group of university student mentors. Most common mentoring times are between 11:30-1:30 and afterschool 3:00-5:00pm, Monday through Friday, academic school year only. Each school has a different schedule depending on need and programming.

JOB RESPONSIBILITIES
- Serve as the liaison between mentors, parent(s)/guardian(s), school BB staff
- Ensure all program content and materials are being utilized and completed on time
- Manage reporting, assessments and evaluations at your site
- Consistently check e-mail and respond in a timely manner
- Supervise, support and communicate with on-site mentors
- Confront mentors about unacceptable behavior and report to Program Coordinator
- Track attendance and participation of mentors and mentees
- Attend weekly meetings in the Blugold Beginnings office
- Coordinate on-site mentor and mentee matching
- Model the expected behaviors of mentor/mentee interactions
- Develop college knowledge, academic success and leadership activities for mentees
- Participate with tour days, fundraising, monthly events and student organization activities
- Attend required training and help transition new mentors throughout the year
- Provide and coordinator mentor transportation to and from your site

PREFERED QUALIFICATIONS
Familiar with K-12 school systems and experience working with school personnel
Experience in programming and coordination of youth activities
Strong organization skills and interpersonal skills

APPLICATION PROCEDURE:
UW-Eau Claire requires a criminal background check as a condition of employment with the university.

Please submit your Site Coordinator application, resume and cover letter via email to:
Lissa Martinez, Blugold Beginnings Program Director
MARTINLJ@UWEC.EDU
Office: Brewer 50, Eau Claire, WI 54702-4004
PHN: 715-836-3651 FAX: 715-836-5225