



Job Title:	Y-Connect Coordinator	Job Category:	Exempt
Department/Group:	Program Advancement	Fund Code:	
School:	Yellowstone College Prep	Travel Required:	Frequently
Salary:	Commensurate with experience	Position Type:	Full-time
Reports to:	Director of Program Advancement	Calendar:	12 month

Application Process:

TO APPLY FOR THIS POSITION, PLEASE GO TO THE WEBSITE BELOW AND COMPLETE AN APPLICATION.

www.yellowstoneschools.org

Job Description

PRIMARY DUTIES

- Maintain up-to-date contact information for each graduate, including but not limited to full name, date of birth, address, phone number(s), email, and school(s) attended. This will also include the full name, address, and phone number of the parent(s) or guardian(s) of those graduates in high school and/or 18 years and younger.
- Maintain a record of all contact with graduates made by Yellowstone staff or volunteers. Monitor to make certain that all graduates receive appropriate support and consistent contact and be a primary point of contact for these graduates. (Contact may be by text, phone call, or visits.)
- With the Director of Program Advancement, facilitate a positive relationship between the graduates and their high schools. This includes but is not limited to: assisting graduates in learning about and accessing the resources their high schools have to offer, developing a relationship with key high school staff members and visit graduates at each high school a minimum of once per semester
- Working with Director of Program Advancement, School Liaisons and Academic Coaches, monitor the academic progress, behavior, and school attendance of graduates in high school.
- Request and obtain academic and discipline records for each graduate a minimum of once per school year and a transcript for each graduate in the fall of his or her senior year.
- Assist any graduate, and his parent/guardian, who is seeking to transfer to a different high school.
- Along with the Director of Program Advancement, assist graduates and their families with applications for college admission, for scholarships, and for financial aid and assist graduates in learning about and accessing the resources their colleges have to offer.
- Along with the Director of Program Advancement, recruit and train volunteers to serve as mentors, match mentors with graduates in high school and college, and be a point of contact for mentors.

- Along with the Director of Program Advancement, recruit and provide training and supervision for volunteers serving as School Liaisons, Academic Coaches, Distribution Coordinators, and Activities Coordinators.
- Determine tutoring needs for graduates, as funds allow and volunteers are recruited, and serve as the liaison with the tutors. Secure the location and coordinate transportation for tutoring if needed.
- Work with School Liaisons and Director of Program Advancement to evaluate requests from graduates for assistance with funding for school needs such as additional school supplies, text books, tutoring, supplemental classes, summer school, sports or club dues, class trips, deposits, etc. Determine which are appropriate requests and coordinate the process of meeting these requests.
- Along with the Director of Program Advancement, provide graduates with opportunities for spiritual growth as well as community service and Yellowstone reunions.

BACHELOR'S DEGREE STRONGLY REQUIRED**PREFERRED SKILLS**

RELIABLE TRANSPORTATION

STRONG TECHNOLOGICAL APTITUDE

PHYSICAL EFFORT

This position will require a significant amount of walking, standing, lifting, pulling, pushing and being on the floor as you will be working with young children who aren't fully independent. In this position, you may be exposed to unusual elements like extreme temperatures, dirt, dust, fumes, bodily fluids, unpleasant odors and loud noise.

Yellowstone Values

Every employee at Yellowstone is committed to our PRIDE values.

Positive: At Yellowstone, we smile first. We are a positive presence on campus and extend a good-natured grace and enthusiasm in all personal interactions.

Responsible: We follow through on our promises and commitments. We own our actions and will never settle for less than our best effort.

Integrity: We demonstrate integrity in all circumstances and always put the best interests of the Yellowstone community first. We "walk the talk" and lead by example.

Determined: We anticipate and overcome challenges. We are resilient in the face of obstacles and are committed to the success of every member of the Yellowstone community.

Excellence: We hold everyone (families, students, colleagues) to the highest standard of excellence and constantly look for ways to enhance the Yellowstone experience.

YELLOWSTONE SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS OUR POLICY THAT ALL APPLICANTS BE CONSIDERED SOLELY ON THE BASIS OF QUALIFICATIONS AND ABILITY, WITHOUT REGARD TO RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, DISABILITY, GENETIC INFORMATION OR VETERAN STATUS.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date:	