



**COLLEGE BOUND ST. LOUIS
COLLEGE PREPARATION COACH
AMERICORPS POSITION DESCRIPTION**



Position Title: AmeriCorps College Preparation Coach

College Bound St. Louis is an award-winning college preparation and persistence program. Through an individualized, holistic, and multi-year commitment, College Bound's mission is to empower promising high school and college students from economically disadvantaged backgrounds to achieve bachelor's degrees and fulfilling careers. **Since our founding in 2006, we have succeeded in helping 99.9% of our graduating high school seniors earn admission to a four-year college and helping them graduate at 5 times the rate of their peers!** To accomplish this, College Bound counts on our AmeriCorps College Preparation and Community College Coaches who directly serve our students. To learn more, please visit: www.collegeboundstl.org

Position Summary

AmeriCorps College Preparation Coaches help high school students gain access and succeed at college by assisting in a wide range of services, each requiring initiative and creativity to deliver. These services are designed to facilitate academic and personal growth while guiding students to a college and career path that fits their goals and ambitions. Coaches support our college preparation classes and events by assisting the presenter, providing research, handling planning logistics, and helping students one on one to understand content when needed. Outside of classes and events, each coach is assigned a caseload of 20 to 25 students. It is their responsibility to connect with students regularly, review their program goals, and provide feedback on progress and next steps. Core to this work with our students is building strong relationships with them; we believe no significant learning can occur without a significant relationship. Successful coaches understand the social, emotional, and intellectual dynamics of their students and communicate these insights to our program's professional staff, ensuring that every student has personalized approach that works for them. They also connect with parents and exchange information about the college preparation process, enhancing both sides' ability to guide and support the student. Throughout their service AmeriCorps Members will gain practical and relevant experience, and receive professional development and training from industry professionals. They will also work closely with their supervisor to prepare for the next step in their professional and educational careers.

Primary Responsibilities

- ▶ Implement comprehensive student short-term and long-term intervention plans for assigned caseload (approximately 25 students)
- ▶ Communicate with students regularly via phone, text, email, social media, and most importantly, in-person interactions
- ▶ Gain and maintain knowledge of all students' academic and collegiate interests, needs and backgrounds
- ▶ Ensure the maintenance of student files to include conversations, warnings, progress towards goals, and documentation of any incidents

- ▶ Regularly monitor student progression towards goals and report progression or challenges upward in regularly scheduled weekly sessions
- ▶ Provide students with resources, materials, tools, and information to support academic planning and growth
- ▶ Perform follow-up parent/student phone calls and/or home visits
- ▶ Collaborate closely with our Wellness Team toward shared mental health outcomes
- ▶ Conduct quarterly grade conferences with students
- ▶ Support program staff with College Knowledge workshops by providing individualized student counseling and class facilitation when necessary
- ▶ Provide mid-year and end of year-end progress reports for 20-25 students
- ▶ Attend and engage in supervision, team, and organizational meetings
- ▶ Conduct research and understand college access and higher education norms and trends pertaining to students' college and financial aid needs and interests
- ▶ Participate in ongoing professional development opportunities
- ▶ Develop a calendar of student services and programs that include community service, cultural experiences, careers exposure, academic enrichment opportunities and more
- ▶ Lead College Knowledge presentations for 9th grade high school students
- ▶ Submit weekly timesheets, periodic reports (i.e. monthly reports, self-evaluations, and supervisor evaluations), and other service-related documentation as required
- ▶ Assist with the scheduling of student rides and logistics
- ▶ Additional duties and special projects as assigned

Skills and Qualifications

- ▶ Bachelor's degree
- ▶ Commitment to serve 1700 hours
- ▶ Experience working with youth, especially from diverse backgrounds
- ▶ Excellent written and verbal communication skills
- ▶ Strong interpersonal, critical thinking, organizational, and computer skills
- ▶ Enthusiastic, and eager to learn with a strong, persistent belief that young people can succeed
- ▶ Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment

Benefits

- ▶ \$15,000 Living stipend (full-time)
- ▶ \$5,920 Education Award (full-time)
- ▶ Health insurance
- ▶ Federal student loan forbearance; additionally, AmeriCorps will pay the interest that accrues on your loans during your term of service
- ▶ Food Stamp (EBT) eligibility (if financially qualified)
- ▶ Reimbursed mileage
- ▶ Professional development opportunities and training

Duration of Term of Service

August 1, 2018- July 31, 2019

How to Apply

Potential candidates should visit College Bound's [website](#) to learn more about us and our program. If you are interested in applying, please complete [this](#) form to initiate the application process. Qualified candidates will receive an email with an invitation to apply within three business days, along with a link to our online application.

Any questions about service with College Bound or the application process should be directed to Jennifer Gray, AmeriCorps Recruitment Associate, at jgray@collegeboundstl.org or at 314.332.0995.

Applications require the following items in PDF or DOC format:

- ▶ Resume
- ▶ Cover Letter
- ▶ Copy of college transcript (unofficial is fine)

Application Deadline:

College Bound is currently accepting applications and conducting interviews for the 2018-2019 program year on a rolling basis and will conclude as soon as the team is full. Teams typically fill up by the end of May and so we encourage you to apply as soon as possible.