

# COLLEGE BOUND ST. LOUIS AMERICORPS POSITION DESCRIPTION



## AmeriCorps

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### Position Title:

Community College Coach, AmeriCorps Service Member

### Duration of Term of Service:

August 1<sup>st</sup>, 2022, until July 31<sup>st</sup>, 2023

### Site Summary:

College Bound St. Louis is an award-winning college preparation and persistence program serving students in the St. Louis area. Through an individualized, holistic, and multi-year commitment, College Bound empowers students from disadvantaged backgrounds to complete higher education and enter successful 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 graduate at five times the rate of their peers!** To learn more, visit: [www.collegeboundstl.org](http://www.collegeboundstl.org)

# Position Summary

In the past few years, College Bound has extended our support to students who attend our local community college, assisting them as they transition to campus and solidify their degree trajectory. This site, located on the campus itself, allows College Bound to assist students with navigating the institution, building academic skills, and utilizing resources as they pursue their Associate's degree, and potentially their Bachelor's degrees.

Community College Coaches are there to support students in their enrollment and transition into St. Louis Community College, facilitate their academic and social adjustment, and connect them to on-campus resources and events. Coaches directly intervene in the development of strong academic habits and mindsets, track students' academic and financial college profiles, and support students in developing skills of healthy decision-making. Core to College Bound's mission and approach is strong relationships, which makes the coaching role, our presence on campus, and the community we work to build there, integral to our success. 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

- Manage a caseload of approximately 30-40 students by establishing and maintaining meaningful relationships over the course of one academic year
- Engage students in significant and frequent communication via meetings in our campus office, phone and video calls, texting, and other electronic means, with a focus on developing meaningful, constructive relationships
- Support College Bound student programming including educational presentations, workshops, community-building events, campus visits, career exploration, wellness initiatives, and responses to crises and other barriers to basic needs
- Help inform students of both federal and school-specific policies and procedures and assist with interpretation and application of such policies to individual student circumstances
- Assist students in identifying and utilizing on-campus resources and programs, as well as investing in their campus community
- Learn and apply youth development skills to help students improve their study skills, learning and cognition, professionalism, socio-emotional competencies, advocacy, mindset and motivation, and various other themes that positively impact future success
- Using targeted assessments, develop student growth goals and implement individualized improvement plans based on student needs, resulting in increased academic motivation, coping skills, and receptivity to support services
- Implement Motivational Interviewing and other coaching techniques to collaborate with students on identifying, committing to, and achieving their individual goals
- Collect, monitor, and track student data to inform progress and planning, using College Bound's database system; approach student data with curiosity, accuracy, thoroughness, and appropriate considerations of privacy
- Utilize skills of self-reflection and critical thinking to improve and adapt your personal coaching approach, by collaborating with teams, managers or other CB staff as well as conducting independent research, creating resources, and utilizing professional development opportunities

## Skills and Qualifications

- Bachelor's degree
- Willingness to complete a federal background check
- Commitment to serve 35-40 hours each week as an AmeriCorps member
- Experience working with youth, especially from diverse backgrounds
- Written and verbal communication skills (including over the phone)
- Critical thinking, attention to detail, and organization
- Ability to serve both independently within a team setting
- A deep commitment to service, education, and social justice
- A strong, persistent belief that young people can succeed

## Benefits

- \$22,000 first year annual living stipend, paid bi-monthly
- Fully supplemented health insurance, including vision and dental
- Federal student loan forbearance eligibility
- Food Stamp (EBT) eligibility
- Hands-on experience with education, youth development, tutoring, crisis support
- Onsite trainings and professional development opportunities
- Individual personal/professional development funds and mentorship
- A Segal Education Award in the amount of \$6,495 that can be paid towards prior student loans or future educational expenses
- Resume-building experience as a national service member and access to benefits through the AmeriCorps Alumni network

### ***To Apply:***

[Complete our online application.](#)

*Please note, online applications must include:*

- Resume
- Cover Letter
- College Transcript (unofficial or official)

Applications will be accepted on a rolling basis until slots are filled, priority deadline for applications is **May 1<sup>st</sup> 2022**

Questions can be directed to Wil Hayes at [whayes@collegeboundstl.org](mailto:whayes@collegeboundstl.org).