

COLLEGE BOUND ST. LOUIS AMERICORPS POSITION DESCRIPTION



AmeriCorps

Position Title:

Preparation Coach, AmeriCorps Service Member

Duration of Term of Service:

August 1st, 2022, until July 31st, 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

Position Summary

Students enter our program in Sophomore year of high school and work with skilled staff members to develop college knowledge, establish appropriate goals, and build actionable plans of action. Through academic development, identity work, crisis response, socio-emotional learning, supplemental experiences, and community-building, our hope is that students become equipped to have opportunities to attend a college that meets their financial and personal aspirations.

To this end, the service that Preparation Coaches provide are a key component of College Bound's programming. They work directly with students, supporting them in a hybrid advisor-mentor role as they pursue high school completion and the intricacies of applying and being accepted to college. Core to College Bound's mission and approach is strong relationships, which makes our high-touch coaching model integral to our success. Coaches focus on a multitude of areas with students, utilizing the power of genuine relationships to work through the specific barriers of being a first-generation, low-income student in the Saint Louis area. Coaches intervene in the development of strong academic habits and mindsets, collect data to track students' academic profiles, and support students in developing habits of healthy decision-making. Our work is equally challenging and rewarding, and throughout their year of service AmeriCorps Members will gain practical experience along with receiving 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

- Directly manage a caseload of approximately 20-25 students by establishing and maintaining meaningful relationships over the course of one academic year
- Engage students in significant and frequent communication via face-to-face meetings, phone and video calls, texting, and other electronic means, with a focus on developing meaningful, constructive relationships
- Support College Bound student programming including structured weekly/biweekly classes, workshops, presentations, job shadowing, tutoring, and volunteer opportunities
- 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 various assessments, develop student growth goals and implement individualized improvement plans based on student needs, resulting in their increased ability to navigate their paths towards college
- 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 1st, 2022.**

Questions can be directed to Wil Hayes at whayes@collegeboundstl.org