

COLLEGE BOUND ST. LOUIS POSITION DESCRIPTION

Position Title:

Possibility Specialist

Site Summary:

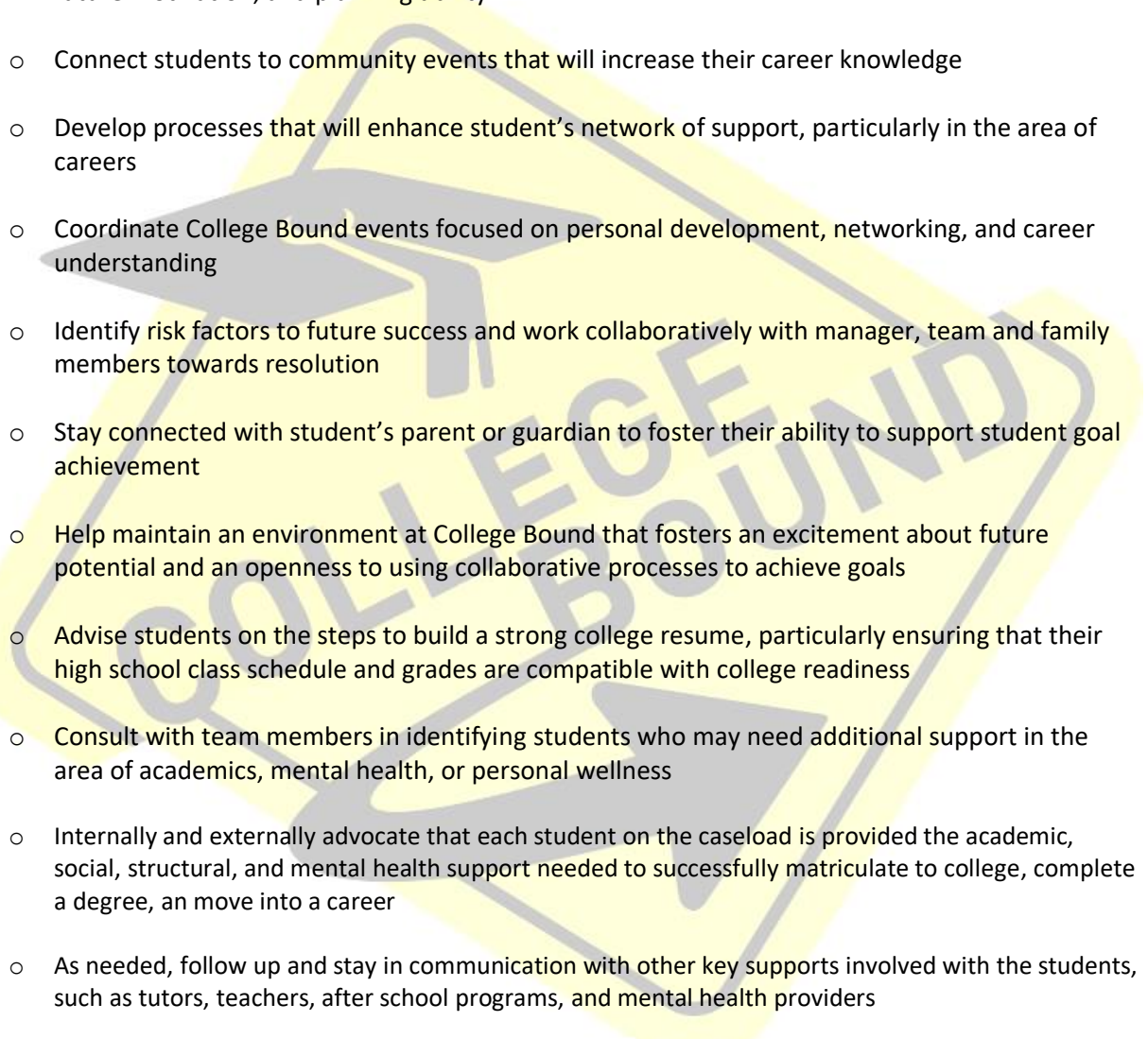
College Bound St. Louis is an award-winning college preparation and persistence program serving students in the St. Louis area. Through an individualized, holistic, and multi-year commitment, College Bound empowers students from disadvantaged backgrounds to complete higher education and enter successful 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

The Possibility Specialist is an integral part of our prep team, tasked with expanding our student's sense of their future possibilities through ongoing discovery about their interests, values, and strengths while developing with each a comprehensive approach that will ultimately lead them to college and career success. The person in this role will use developmental experiences, science-based assessment tools, small group workshops, and one on one coaching to educate students on college and career options and help them explore their potential strengths and interests. A strong understanding of vocational counseling, higher education, and youth development are necessary to be considered for this position.

Primary Responsibilities:

- Manage a caseload of students, meeting with each 1-4 times monthly depending on student need
- Develop strong relationships with students characterized by trust and openness to feedback
- Orient students to College Bound program, ensuring they understand the purpose and value of the program and what is expected of them in the process

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- Execute grade level College Bound programming, individualized to the needs of the particular students assigned
 - Conduct assessment processes that will develop understanding of student's interests, strengths, values, and future orientation
 - Create individualized intervention approaches that will strengthen student's self-understanding, future motivation, and planning ability
 - Connect students to community events that will increase their career knowledge
 - Develop processes that will enhance student's network of support, particularly in the area of careers
 - Coordinate College Bound events focused on personal development, networking, and career understanding
 - Identify risk factors to future success and work collaboratively with manager, team and family members towards resolution
 - Stay connected with student's parent or guardian to foster their ability to support student goal achievement
 - Help maintain an environment at College Bound that fosters an excitement about future potential and an openness to using collaborative processes to achieve goals
 - Advise students on the steps to build a strong college resume, particularly ensuring that their high school class schedule and grades are compatible with college readiness
 - Consult with team members in identifying students who may need additional support in the area of academics, mental health, or personal wellness
 - Internally and externally advocate that each student on the caseload is provided the academic, social, structural, and mental health support needed to successfully matriculate to college, complete a degree, and move into a career
 - As needed, follow up and stay in communication with other key supports involved with the students, such as tutors, teachers, after school programs, and mental health providers
 - Develop collaborative and comprehensive plans with student and their families focused on personal development, complete with goals, objectives, and plans of action articulating a clear pathway to achievement
 - Educate students and families about college and career possibilities
 - In a timely and thorough manner, monitor and document progress of students towards expected outcomes, paying particular attention to risk factors, college preparation, career

interests, and student's motivation and confidence about achieving future goals that are meaningful to them

- Maintain a high level of expertise and awareness about developmental opportunities in the community and research related to college preparation and career development

Organizational Development and Continuous Improvement

- Participate in meetings within their grade level and among functional teams to promote a culture of feedback and continuous improvement with respect to shared responsibility for student outcomes
- Cultivate and model a strong student outcomes-focused habit of work and help identify areas of growth in our programmatic response
- Identify and/or design potential professional development opportunities and training to foster continued growth in the skill sets and knowledge needed to serve students better
- Prepare case summaries, build CoPilot reports, and regularly reflect on the outcomes and efficacy of our approach

Additional Responsibilities:

- Support cohort events throughout the year to promote community engagement, cohort cohesion and student affinity with College Bound
- Assist with maintaining and updating cohort website and social media (The website is used to house cohort announcements, seminar material, and student work products)
- Additional duties and special projects as assigned

Skills and Qualifications:

- Bachelor's degree in a related field required (education, social work, nonprofit administration, psychology, counseling, etc.)
- A minimum of 1 year of experience working with youth required. Prefer a minimum of two years of experience in a nonprofit setting
- Strong ability to connect with students in a diverse setting
- Passion for engaging in the difficult and complex tasks required to create change on the community and individual level
- Need a strong self-starter who can think creatively and critically about meeting the diverse needs of their caseload

- Adaptable, possesses a high tolerance for ambiguity, and thrives in a fast-paced, highly collaborative environment
- Effective and professional communicator who can quickly establish credibility and rapport with partners, students, families, and staff
- Computer proficient; experience using a database to manage student information a plus

Benefits

- Employee health insurance
- HRA
- Dental Insurance
- Short-term Disability
- Life insurance and
- Vision insurance.
- 401(k) matching
- Employee assistance program
- Flexible schedule
- Paid time off
- Professional development assistance

Flexible working environment with remote privileges on Fridays

Play a vital role in a growing organization privileged to work with hundreds of intelligent and deserving young people every day.

Some transportation of students required. Employees should have a valid driver's license, reliable transportation and be able to pass a motor vehicle background check. Additionally, employees should be available to work occasional weekends, overnights and be available via phone for questions from colleagues and students.

Job Type: Full-time

Salary: \$43,000.00 - \$50,000.00 per year

Schedule:

- 8 hour, daytime shift
- Flexible
- Emphasis on after school hours

To Apply:

Complete our online application.

Please note, online applications must include:

- Resume
- Cover Letter

Applications will be accepted on a rolling basis until slots are filled, priority deadline for applications is .

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

