



AmeriCorps College Coach

Service Position Summary

Serve as a liaison for Admission Possible student alumni as they transition from high school into college. Maintain communication and offer services to alums in college either from a college campus or Admission Possible offices. Help link students to student services already available on campus, and plan on- and off-campus events for alums. Reports to College Program Team.

Essential Functions

- Communicate with program alumni, campus representatives and corporate partners in person and via email and phone
- Track and record college enrollment of program alumni using online database and Microsoft excel
- Brainstorm and write various articles for alumni communiqués--both electronic and traditional
- Work individually with students on a case-by-case basis
- Participate in weekly meetings and group lesson planning sessions/trainings

Marginal Functions

- Fax/Copy machine use
- Serve as a substitute in junior and senior class sessions
- Assist in student recruitment (generating visibility, leading information sessions, collecting applications, conducting interviews, and tracking data)
- Assist with AmeriCorps recruitment (generating visibility on college campuses, tabling, speaking to college classes)
- Supervise 9th and 10th grade workshops
- Chaperone campus visits, college fairs, and other events for students
- Assist with other organizational tasks as requested; i.e. working with the media, leading trainings for other AmeriCorps members, etc.

Requirements

College degree required. Strong interest in education, youth work, social services, or related fields. Comfort working with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and communication skills; and outstanding organization and time management abilities. Able to multi-task and handle potentially stressful situations with maturity. Capable of working independently and with others. Energy and creativity in working with young people. Access to reliable transportation required.

AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify Admission Possible.