



AmeriCorps High School Coach

Service Position Summary

Serve as an Admission Possible coach in a high school. Support juniors by providing ACT/SAT preparation and work with students on an individual basis providing subject specific assistance. Guide seniors as they complete the college application process including: essay writing, applications for admission, scholarships, and the FAFSA. Reports to High School Program Team.

Essential Functions

- Create lesson plans using Admission Possible and Kaplan curriculum
- Lead after school sessions in high school classrooms and/or computer labs
- Work individually with students on financial aid, college applications, etc.
- Communicate with students and their families in person, and via phone and email
- Participate in weekly meetings and group lesson planning sessions/trainings

Marginal Functions

- 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.