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## **AmeriCorps Enrollment Coach**

### **Service Position Summary:**

Serve College Possible students in various roles from high school to college. Support high school seniors through high school graduation and the summer transition period to ensure fall college enrollment. Assist in presenting college going workshops to high school students, lead College Possible recruitment efforts for Class of 2019 at designated high schools, and serve as additional support in teaching College Possible sessions. Help engage unenrolled College Possible students to better determine future college and career goals. Reports to Program Team.

### **Essential Functions:**

- Communicate with program participants (high school and college), College Possible members and staff in person and via email, phone, Facebook and other technology tools
- Assist in student recruitment (generating visibility, leading information sessions, collecting applications, conducting interviews, and tracking data)
- Co-lead College Prep Talks (college going workshops for middle school aged, 9<sup>th</sup> and 10<sup>th</sup> grade students)
- Track and record program participants information using online database and Microsoft excel
- Work individually with students on a case-by-case basis
- Participate in weekly meetings and group planning sessions/trainings relative to various projects

### **Marginal Functions:**

- Assist with AmeriCorps recruitment (generating visibility on college campuses, tabling, speaking to college classes)
- Chaperone campus visits, college fairs, and other events for students
- Help with other organizational tasks as requested; i.e. working with the media, leading trainings for other AmeriCorps members, etc.
- Fax/Copy machine use

### **Qualifications:**

College degree required. Interest in education, youth work, social services, or related fields preferred. Desire to work with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and communication skills; and strong organization and time management abilities.

### **Requirements:**

Access to reliable transportation required.

**Service Environment:**

AmeriCorps members will be based at the College Possible office, but will also spend some time at local service sites (high schools and colleges). Must be able to multi-task and handle potentially stressful situations with maturity. Must be capable of working independently and with others and have high energy and creativity in working with young people.

*We are committed to the inclusion of all individuals without regard to disability, race, religion, national origin, gender, sexual orientation, political affiliation or other non-merit factors.*

*Reasonable accommodations provided upon request. If you feel you need an accommodation, please notify College Possible. This document is available in alternative formats.*