**JOB TITLE:** 2023 – 2024 Returner AmeriCorps Coach Milwaukee

**WHAT YOU’LL DO**

As a College Possible **Returner AmeriCorps Coach**, you recognize that one year just isn’t enough. By returning for a second year of service, you’ll build on the skills and relationships you’ve made in your first year to help ensure that our students continue to benefit from College Possible.

Returner AmeriCorps Member Coaches support first-year AmeriCorps Coaches by being a peer-guide while continuing their work with students and watching them grow and build on skills developed.

**YOUR ROLES AND RESPONSIBILITIES**

As a valued member of the College Possible community, we recognize that Returner AmeriCorps Coaches play a pivotal role in the success of the students we serve. As a College Possible alum or currently serving AmeriCorps Coach, you understand how challenging and rewarding a year of service can be. You have helped students prepare and succeed in college and in this role, you are uniquely positioned to continue to support all students and ensure they have the skills to achieve their postsecondary goals. The opportunity to serve another year is an incredible step toward your professional future. To build on your experience and make a positive impact in students’ lives, a Returner AmeriCorps Coach can choose from the following roles at our site:

**College Access and College Success Coach service positions** focus on coaching and supporting high school juniors, high school seniors, or current college students who are seeking to earn a college degree. You will be matched as either a high school coach who supports students in understanding, applying, and attending the college of their dreams or a college coach who assists with supporting students in persisting through and graduating from college. High school coaches will serve primarily inside a partner high school, coaching a caseload of high school juniors and/or seniors as they explore college opportunities and complete the college application process.

College coaches will serve either tech-connected in a College Possible office, or on a specific college campus. Tech-connected college coaches meet by phone, online messaging, and virtual personal meetings to support students in successfully matriculating through college; assisting in tasks like choosing the correct classes, reapplying for the financial aid and scholarships, college success skill-building, and addressing specific student needs as they arise.

**College Access Coach (High School Coach)**

* + - Teach college preparatory classes for 40 or more underserved high school students at local high school campus(es)
    - Ensure that students consistently receive the highest quality of services, that school partner needs are met, and that each student makes satisfactory progress toward program goals
    - Provide one-on-one coaching to students to develop their college plan
    - Gain and maintain knowledge of all students’ interests, needs, and backgrounds
    - Perform follow-up parent/student phone calls
    - Collect, organize, and maintain student and program documents
    - Update the database and spreadsheet files on a weekly basis; maintain student records and statistics
    - Provide mid-year and end of year-end progress reports for all students
    - Coordinate with the College Success Team to provide college transition services to graduating high school seniors
    - Submit weekly timesheets, periodic reports (i.e., monthly reports, self-evaluations, and supervisor evaluations), and other service-related documentation as required
    - Attend required programmatic and community service events

**College Success Coach (College Coach)**

* + - Contact assigned collegians once per month by phone, email, online messaging, and possible personal meetings to address specific needs and troubleshoot problems that may arise
    - Provide students with direct high-school-to-college transition coaching and support in areas including, but not limited to: new student orientation, course registration, financial aid/FAFSA issues, college transfers, career development, and other miscellaneous issues. Conduct research, provide referrals, arrange meetings, and accompany students to appointments as necessary
    - Provide extended support and create personalized action plans for students in “red flag” situations, including loss of financial aid, family crises, drop-outs, stop-outs, deferrals, and MIA students
    - Network and collaborate with university staff within academic advising, financial aid, and student support offices
    - Work with students to request school transcripts or class schedules; connect with Registrars Offices to confirm enrollment and track, document, and report scholar progress toward college graduation Organize and maintain up-to-date student information on student progress including milestones and deliverables in databases; monitor success program statistics; produce reports as needed
    - Submit weekly timesheets, periodic reports (i.e., monthly reports, self-evaluations, and supervisor evaluations), and other service-related documentation as required
    - Attend required programmatic and community service events

Returner AmeriCorps Coaches are expected to take on additional leadership responsibilities and other initiatives, which may include:

* Modeling good participation and engagement in trainings, orientations, and events
* Maintaining a professional and courteous office atmosphere
* Modeling and encouraging effective coaching and potentially mentoring first-year AmeriCorps Coaches in a formal or informal fashion
* Leading trainings and workshops sessions
* Organizing community building opportunities

COLLEGE POSSIBLE BENEFITS

* Medical, Vision, Dental Insurance
* Employee Assistance Program
* Bi-weekly living stipend of $1,000 (total of $23,000 for service term)
* Workers’ compensation
* College Possible / AmeriCorps apparel and gear
* Dedicated support in developing and implementing a *Life After College Possible* plan; including access to networks and coaching around plan

AMERICORPS AND OTHER FEDERALLY ISSUED BENEFITS

* Segal AmeriCorps Education Award of $6,895. Full-time members successfully completing two-terms from August 2022 – June 2024 will receive a total amount of $13,390 and can be used to repay federal loans or pay for future education expenses
* Childcare benefits paid by AmeriCorps
* Loan forbearance and interest accrual payments for qualified student loans
* Time accrual toward the U.S. Department of Education’s Public Service Loan Forgiveness Program
* Income-based Loan Repayment Plan

ELIGIBILITY REQUIRMENTS

Applicants must be currently serving AmeriCorps Coach or alumni of College Possible. Ideal applicants will have demonstrated leadership skills, an acceptable level of achievement in their first year, and a sincere interest in empowering youth and commitment to the mission of College Possible.