

College Success Coach Job Description

Organization Description

The Education Foundation of Alachua County's Take Stock in Children Program provides deserving low-income children in Alachua County with college or vocational-technical scholarships and an adult mentor to meet with them once per week at school. In addition, each student is assigned to a Take Stock in Children Student Advocate who monitors their school performance and mentor meetings. Students are selected between grades seven through nine and must sign contracts promising to remain crime and drug free, maintain satisfactory grades, and exhibit good behavior.

This position reports to the Take Stock in Children Program Director at The Education Foundation of Alachua County.

Education

This position requires an undergraduate degree or demonstrated performance in this field.

The Position

The Student Advocate is responsible for administration of all matters related to students in the Alachua County Take Stock in Children program, including the following: selection, monitoring, scholarship administration and intervention if required.

The major duties and responsibilities of this position include the following:

- Maintains contact with assigned students on a regular basis
- Track students' grades, attendance, and behavior on a quarterly basis.
- Identify potential problems and intervene as necessary to ensure student success.
- Recruit and match mentors with students.
- Communicate with mentors directly to resolve any issues.
- Work closely with guidance counselors at each school to ensure student success.
- Participate in contract –signing and other events in order to meet and establish rapport with students and parents.

Personal Qualifies and Skills Required

- Must relate well with students
- Strong written and oral communication skills
- Ability to set and achieve mentor recruitment goals
- Knowledge or understanding of volunteer recruitment approaches
- Ability to implement innovative, creative approaches to mentor recruitment
- Ability to work on multiple tasks
- Ability to track, monitor, and report performance
- Proficiency in working with various computer applications, including, but not limited to Microsoft Word, Excel, and Access
- Applicant must have reliable transportation**

Compensation

Candidate's compensation level to be determined based on education and experience.

Anyone who is interested should send their resume to Take Stock Program Director Tia Brock at Brocktt@gm.sbac.edu