

## 2019-2020 AmeriCorps College Completion Coach - Position Posting

**Description:** The AmeriCorps College Completion Coaches program provides in-depth, hands-on guidance and assistance to students who need extra support on their college completion path. AmeriCorps College Completion Coaches undergoes ample training and are provided with valuable professional development, networking, guidance and support with career and “Life After the Corps” goals. Coaches also engage students in activities and events that create awareness and address community needs. Coaches serve 1,200 hours over 11 months, and in return receive a modest living allowance, basic health insurance, and an Educational Award upon completion of the full-time commitment. Positions are available until filled.

**Member Duties:** •Assist a cohort of approximately 100 students each semester (200 students total over an academic year).  
•Complete “coaching contacts” throughout the academic year to help students adjust to college life, identify and remove barriers to their success and problem solve. •Communicate regularly with students through phone, e-mail, and in-person while on-campus.  
•Help students build momentum in completing coursework. •Connect students to campus and community resources to address barriers. •Conduct workshops covering topics like study skills, financial literacy and time management. •Plan civic engagement opportunities for students & the campus-at-large through AmeriCorps days of service. •Collaborate with college faculty and staff to increase student success. •Track and monitor data to report on daily and quarterly activities.

**Program Benefits:** Living Allowance (\$12,000 annually), Health Coverage, Education Award (\$4,266.50) upon successful completion of service, Training, and Childcare assistance if eligible.

**Terms:** Permits working at another job during off hours. Permits attendance at school during off hours. Car recommended.

**Service Areas:** Education.

**Skills:** Team Work, Counseling, Conflict Resolution, Social Services, Non-Profit Management, General Skills, Writing/Editing, Public Speaking, Teaching/Tutoring, Communications, Community Organization, Education, Computers/Technology, Leadership .

**Program Start/End Date** 07/31/2019 -06/30/2020

**Work Schedule** 30-40 hours a week

**Education level** Associates degree (AA)

**Age Requirement** Minimum: 18 Maximum: None

### **Instructions to Apply Online:**

**Step 1:** Create an application on the AmeriCorps site:

1. Go to <https://my.americorps.gov/mp/recruit/registration.do>
2. Create your AmeriCorps profile by following the prompts.
3. Once completed, you may begin applying for AmeriCorps positions.

**Step 2:** Apply to the College Completion Coaches:

1. Go to <https://my.americorps.gov/mp/listing/publicRequestSearch.do>
2. For Program Type, select “State/National”; For State select “Ohio”; For Program Name, type “Completion Coach”.
3. Click “Search.”
4. Select the position listing for the location you are interested in, review the description, and click “Apply” at the bottom of the page to submit your application.