

APPLY TO BE A PEERFORWARD

# Director of College Coaching

## What is PeerForward?



PeerForward transforms the lives of young people from low-income communities by developing teams of high school students who use influence and community organizing to lead their peers to higher education and careers. Our high school Peer Leaders will connect 122,000 students to postsecondary success in the next four years. You can help train these Peer Leaders at our Summer Workshops.

### From Students to Peer Leader

Workshops are the cornerstone of the PeerForward program. This is where the transformation occurs from student to Peer Leader.

OUR IMPACT		OUR TRAINING	
<b>80%</b>	of students who attend a workshop enroll in college.		College Admissions Portfolio <i>Personal Statement, College Lists &amp; Applications</i>
<b>350k</b>	Students — that's how many we've worked with nationwide in the past two decades!		Financial Aid
<b>Double</b>	the likelihood that a low-income student will enroll in college thanks to our peer-to-peer model.		Leadership Development

## Position Description

The **Director of College Coaching** (DCC) will ensure that each PeerForward Peer Leader accomplishes the Workshop goal of attaining a list of college options which match the students' academic, financial, and social goals. The DCC will lead a group of up to 15 volunteer College Coaches, who are professionally trained college advisors, through their Workshop role of holding college advising sessions with each Peer Leader. The DCC will be responsible for facilitating the College Coach orientation and will lead meetings following each day of the Workshop where College Coaches collaborate and review each student's college list. The ultimate goal of the DCC is to ensure that PeerForward Peer Leaders attain the college advising goal of the Workshop.

## Position Responsibilities

- Ensure the implementation of college advising sessions
- Responsible for the support, coaching, and performance management of up to 20 College Coaches
- Co-facilitate sessions with college coaches, writing coaches, and advisors
- Co-design and facilitate College coaching orientation and training sessions to ensure alignment
- Review and provide feedback on college coaches' college lists to ensure they meet the expectation of the organization and are equitable
- Co-facilitate the College Coaching debrief sessions with partner DCC
- Responsible for individual college coaching sessions for Peer Leaders, if needed

## Qualifications

- Served as a College Coach for at least four Workshops and knowledge of PeerForward Workshop operations and culture
- Master's degree preferred, or career in high school counseling/college admissions
- Experience managing/coaching adults
- Familiarity with the college selection process
- Healthy knowledge of colleges and universities both nationally and locally (to Workshop location)
- Be comfortable/have familiarity with emotionally intensive situations and disclosures
- Be comfortable/have familiarity with advising mid-tier students from under resourced communities
- Strong organizational abilities and excellent verbal/written communication skills
- Have the ability to be both encouraging and honest with students
- Passionate about working with youth
- Ability to take initiative, creatively problem solve, and collaborate in challenging situations
- Comfortable working with a highly diverse group of people
- Passionate about working with youth
- Computer and internet familiarity
- A profound connection to PeerForward's mission and values
- Willing to submit to a background check
- Willingness to submit to periodic COVID-19 testing during the Workshop season

## Schedule & Minimum Commitment

- Ability to commit to at least one Workshop week (Monday-Sunday)
- **Participation in the PeerForward 2024 Workshop Season Professional Development cycle is mandatory**

## Reporting Structure

The Director of College Coaching will report directly to the Workshop Director.

## Stipend

The Director of College Coaching will receive a stipend of \$700 per Workshop week including paid travel, housing, and meals.

