

APPLY TO BE A PEERFORWARD

Peer Support Specialist Captain


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

Position Description

The **Peer Support Specialist Captain** is responsible for training and managing a team of up to eight Peer Support Specialists who, alongside a larger Alumni Support Team, will ensure that Peer Leaders attain the three Workshop goals. Managed by the Assistant Workshop Director, in collaboration with the Lead PeerForward Coach, this Captain and his/her team would be primarily responsible for assisting PeerForward Coaches during all Peer Leader Sessions. From assisting in facilitating ice breakers and session content to providing direct mentoring to all Peer Leaders, this person plays a critical role in making sure the PeerForward workshop runs smoothly for all participants.

Position Responsibilities

Leadership Development

- Support PeerForward Coaches in facilitation of content by providing support and participating in sessions with students
- Provide and receive feedback from the Peer Support Specialist Team and other Staff members
- Serve as a role model for Peer Leaders

Student and Team Management/Support

- Manage a team of up to eight Peer Support Specialists
- Provide support, coaching, and performance management to Peer Support Specialists
- Collaborate with the Operations Specialist Captain to strengthen the entire Alumni Support Team
- Coordinate schedules and responsibilities for Peer Support Specialists
- Lead Peer Support Specialists orientations before and during the Workshop

Operations Support

- Support Staff and Coaches with the implementation of the curriculum to include logistical support and classroom management
- Support team by providing excellent customer service to all Workshop participants and special guests, sponsors, and PeerForward Staff

Qualifications

Qualifications for Position

- An alumni of the College Summit/PeerForward program, having attended a summer Workshop
- Willingness to submit to periodic COVID-19 testing during the Workshop season
- At least a (rising) senior in college
- Ability to commit to virtual and in-person Professional Development sessions during April, May, June
- Served in some capacity in at least four College Summit/PeerForward Workshops or the past two summers
- Some experience supporting campus events or other operational activities
- Ability to follow through on tasks without supervision
- Ability to take initiative, creatively problem solve, and collaborate in challenging situations
- Experience in supervisory, management, mentoring, tutoring, and/or coaching role (Preferred)
- Demonstrated leadership ability during past work experiences
- Skilled in motivating a team coming from diverse backgrounds and varying levels of experience
- Computer and internet competency (Microsoft Word and Excel)
- Strong organizational abilities and excellent verbal/written communication skills
- A profound connection to PeerForward's mission, values, and working with youth
- Willing to submit to a background check

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 Peer Support Specialist Captain will report directly to the Workshop Assistant Director.

Stipend

The Peer Support Specialist Captain will receive a stipend of \$672 per Workshop week including paid travel, housing, and meals.