FIRST GENERATION COLLEGE BOUND, INC.
JOB DESCRIPTION: COLLEGE ACCESS COACH
GREAT MINDS AND GREAT FUTURES ACADEMY

Job Summary and Minimum Qualifications

General Summary:

Under the supervision of the Coordinator of Next Generation Scholars, the Great Minds and Great Futures Academy (GMGFA) College Access Coaches provide case management for students in the academy and follow them from 7th grade through college matriculation.

Minimum Knowledge, Skills & Abilities Required:

1. Bachelor's degree in social work, counseling psychology or a related field.
2. Interest in working closely with middle and high school students, parents, and high school staff, including teachers and counselors.
3. Strong interpersonal and conversational skills with the ability to effectively communicate, both verbally and in writing, with diverse groups and individuals.
4. Strong intake, assessment and case management skills.
5. Empathy skills/non-judgmental/supportive.
6. Knowledge of college/university admissions and financial aid procedures.
7. Time management and organizational skills.
8. Ability to work in team-oriented, collaborative settings.
9. Understanding of and commitment to FGCB's Winning Attitude for Education philosophy incorporating emotional intelligence: using life, education, and work experiences objectively to achieve the mission of the organization.
10. Have a clear understanding of the job responsibilities and the skills needed to fulfill those responsibilities, as well as the initiative to offer suggestions that would improve their effectiveness in the school.
11. Proficient computer skills in Microsoft applications and data management systems.

Working Conditions:

1. Work is normally performed in a typical office environment or at the assigned middle school and high school.
2. Limited physical effort required.
3. Travel to schools and partner locations required.
4. Work schedule includes some weekends and evenings.

Reporting Relationship:

1. Reports to the Coordinator of Next Generation Scholars.

Direct Services:

1. Identify prospective students for the GMGFA that meet FGCB criteria with assistance from school based support at each assigned middle school and high school, as well as AVID coordinators.
2. Establish trust with 7th, 8th, and 9th grade students by maintaining consistent presence in assigned schools.

3. Plan and facilitate workshops, in conjunction with Coordinator of Next Generation Scholars, for all 7th, 8th, and 9th grade.
4. Use Career Puppy's resources to help students with career exploration.
5. Encourage participation in GMGFA workshops to all students.
6. Organize and facilitate one-on-one and group sessions with students following workshops.
7. Enroll 30 identified 9th grade students in GMGFA.
8. Perform parent/student orientation sessions with 9th grade students.
9. Contact parents/guardians monthly in addition to being in contact with the student.
10. Responsible for making sure all students submit high school transcripts.
11. Input all student and attendance information in data management system.
12. Assist in planning college tours and attend scheduled field trips.
13. Attend meetings related to FGCB programs.
14. Attend on-going training and staff development sessions.
15. Maintain communication with manager regarding the program's progress and/or concerns.
16. Collect & submit all activities/events attendance records (to include students, staff & guest presenter, if applicable).
17. Submit monthly written reports regarding student data and activities to Coordinator of Next Generation Scholars.
18. Represent FGCB and its mission and values throughout the community and institutions served.
19. Represent FGCB at community events as requested.

Customer Service Standards:

1. ***Confidentiality*** - Respects the privacy of our clients, donors, members, staff, volunteers, and FGCB. Personal and financial information is confidential and should not be disclosed or discussed with anyone without permission or prior authorization.
2. ***Respect*** -Treats every individual with dignity and respect. Uses the correct form of address when speaking to others. Respects cultural, religious and individual differences.
3. ***Exceeding Expectations*** – Is responsive to the needs and expectations of both internal and external customers and strives to exceed those expectations. Goes the extra step in being helpful by answering telephones, returning calls and replying to e-mails promptly. Meets deadlines and keeps promises. Welcomes and encourages customer feedback.
4. ***Accountability and Teamwork*** - Works together with others in FGCB as a team. Actively participates in decisions made by the team. Is flexible in trying new approaches to solve a problem and acknowledges and corrects mistakes.
5. ***Communication -*** Acknowledges and listens to others. Uses appropriate language and tone of voice. Provides clear, accurate and timely information to staff and FGCB students. Listens carefully and responds appropriately.
6. ***Hospitality -*** Demonstrates a warm and caring attitude when welcoming students, families, visitors to FGCB. Is collegial to co-workers.

If interested, please contact:

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