



Position Title

Achievement Coach (Full-Time)

Position Overview

Reality Changers' College Town program builds first generation college students by offering tutoring and mentoring resources to support the academic achievement, community leadership, and personal growth of 8-11th grade participants.

The Achievement Coach is primarily responsible for holding students of College Town to the program's high standards in an encouraging manner. The Achievement Coach role has a dual function-- supporting College Town students, and challenging them to strive to meet their highest potential. The program sees each student holistically - not only working to help a student meet their academic goals, but their personal goals as well.

Every Achievement Coach has a team of students spread across program nights in the week. While much of the messaging and major takeaways of each night are presented during evening lessons, Achievement Coaches have the opportunity to create their own study room culture and to facilitate community building amongst students and volunteers. Coaches drive the academic and interpersonal skills development of their students using study room time, school visits, home visits, one-on-one mentoring, and community service.

Additionally, the Achievement Coach assists with the operations of Reality Changers' office headquarters, Solana Beach site, programs, and events. As the need arises, this person will work on additional College Town projects and organization-wide events.

Responsibilities

Responsibilities include, but are not limited to:

1. Provide personal and academic support to students:

- Provide continuous encouragement to students from disadvantaged backgrounds who live in the toughest parts of town. Be the immediate point person for at-risk youth in state of crisis.
- Track grades for all students on his or her assigned night/study room and pay special attention to students whose grades stand or fall below a 3.0 GPA.
- Identify the barriers, obstacles, or reasons for academic underachievement and based on these reasons, develop a personalized plan that will help lower-performing students perform at Reality Changers' academic expectations.
- Follow-up with students to evaluate the effectiveness of personal plans of action; conduct regular communications (phone, email, etc.) with students to inform them of upcoming events, opportunities, and/or students' performance/progress.
- Plan and execute student activities during school breaks and weekends in order to build strong relationships that inspire and encourage their participation in the College Town program.
- Facilitate evening study room and lead designated tasks during nightly program from 5:30-9:30pm.

2. Conduct outreach on school sites:

- Serve as a representative of Reality Changers by maintaining a positive and consistent presence on our middle and high school sites.
- Plan, coordinate and participate in the program's annual 8th grade challenge assemblies designed to inspire and recruit new students into the program.
- Collaborate effectively with parents, guardians, teachers, school administrators, and other community resources in regards to students with different issues.

3. Program operations and administration:

- Maintain excellent up-to-date student records and assist with ongoing student data collection.
- Assist Reality Changers with day-to-day operations at headquarters in City Heights and, as necessary, at the Solana Beach site location.
- Participate in Reality Changers' special events, such as (but not limited to) summer leadership camp, College Fest, speech tournaments, and the end-of-school year scholarship celebrations.
- Perform other duties as needed.

Education and Experience

- Prior work with young adults is strongly preferred.
- Bachelor's Degree from an accredited four-year college or university is preferred. Collegiate assessment will be considered (and expected to be exemplary) if work experience is limited.
- A valid driver's license or reliable transportation to and from Reality Changers' locations and related events is required.

Knowledge, Skills and Abilities

- Strong written and verbal communication skills, organization skills, and computer skills.
- Ability to relate well and speak with many types of people, from students to parents of different backgrounds and cultures.
- Highly efficient when managing a high volume of diverse tasks and projects; a self-starter.
- Excellent time management skills and ability to adapt to different circumstances in order to still meet goals.
- Proficiency in a second language is a plus.

Additional expectations

- Represent Reality Changers in a positive manner in all public and private settings.
- Provide positive encouragement to students in all public and private settings.
- Instill a sense of empowerment in the students to uphold Reality Changers' expectations of them (such as turning in homework).
- Exemplify a commitment to Reality Changers' mission and values.

Travel and Hours

- Occasional travel in San Diego will be expected.
- Regular weekend and evening work will be expected.

To Apply:

To apply, please submit a cover letter and resume to jobs@realitychangers.org.