



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. This approach entails helping students to build their own self-awareness, resourcefulness, and resilience.

The Achievement Coach, leads both group and individual coaching for the student body in College Town. 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. Success in the role is primarily measured by the following outcomes:

- Students are excited about attending Reality Changers every week, evidenced by consistent high attendance at program and events
- Students that are motivated to raise their GPAs to a 3.5 and qualify for UCSD's Academic Connections
- Students can define goals and utilize the program to access resources to support them in achieving those goals (e.g. academic support, awards and opportunities, etc.)
- Students strive to attend and obtain their grade-level expectation for 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. The Achievement Coach will report to the Senior Director of Programs.

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.
 - 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.
2. Conduct outreach on program and 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:
- Be prepared to give a 30-minute creative, engaging instructional lesson ("Hot Words") and a 30-minute inspirational message to College Town's Solana Beach student cohort once a week.
 - 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 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.
 - Attend a minimum of 2 delegation, fundraising, or community service outings per fiscal year.
 - 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/guardians of different backgrounds and cultures.
- Proactive, thoughtful, and highly efficient when managing a high volume of diverse tasks and projects.
- Exceptional time management skills and ability to adapt to different circumstances in order to still meet goals.
- Very strong at building relationships and influencing others toward outcomes, with demonstrated ability to partner effectively with other team members.
- 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

Updated: April 2019

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

To Apply:

This position has an anticipated start date in May 2019. To apply, please submit a cover letter and resume to Jordan@RealityChangers.org.