



Programming Coach

Position Description

About CollegeReady

CollegeReady (previously Scholarships, Inc.) is a local nonprofit creating hope and brighter futures for youth of all backgrounds in Northeast Wisconsin. Through scholarships and college readiness programming, we help students break down barriers to higher education and change their lives.

Founded as a scholarship granting organization in 1962, we have awarded millions of dollars to thousands of area students. While scholarships remain a priority, in 2014 we added a college readiness program called NEW Scholars to help deserving students become the first in their family to attend college.

NEW Scholars is focused on enhancing reading, writing, and character development among students from underrepresented backgrounds. Beginning in middle school and continuing through high school, we help these students on their path to college through after-school programming, campus visits, service learning, parent workshops, and much more. Annually, the program serves almost 200 Green Bay area students.

Position: NEW Scholars Programming Coach

Description: We are looking for a dynamic and engaging Programming Coach who has experience working with middle and high school students. The coach will provide afterschool college readiness programming. He/she will facilitate academic enrichment lessons that support and enhance students' learning through interactive, engaging, and meaningful student activities.

Responsibilities:

1. Provide college readiness programming that meets individual student needs and interests
2. Facilitate student learning activities that meet clear objectives and learning goals
3. Utilize instructional techniques that meet students' needs and programming goals
4. Assess student learning through formative and summative assessments
5. Utilize internal assessment tools to identify student learning strengths and career interests
6. Maintain accurate and complete student information
7. Assist coordinators with preparing and facilitating monthly parent workshops
8. Participate in team meetings and collaborate on projects with staff
9. Maintain a positive working relationship with colleagues, students, and families
10. Take necessary precautions to ensure safety in the classroom for students and staff
11. Perform other job-related duties as assigned

Qualifications:

1. High school diploma or equivalent is required
2. 1-3 years of experience working with students in an education or community setting is required
3. Bachelor's degree preferred
4. 1-3 years of experience teaching reading, writing, or character development skills preferred
5. Conversational Spanish skills preferred
6. Demonstrated ability to understand and work with linguistically and culturally diverse populations
7. Effective communication skills
8. Proficiency in Microsoft Office and Google programs
9. Superior organization skills and dedication to completing projects in a timely manner

Status:

This is a part-time position averaging 15 hours per week.

Compensation:

Compensation is competitive and commensurate with experience.

To Apply:

Submit a cover letter indicating your interest in this position and your professional resume to Carmen Vos at cvos@collegereadywi.org



Carmen Vos

NEW Scholars Program Director | CollegeReady
715 Superior Road Ste 102, Green Bay, WI 54311
920.857.9088 | cvos@collegereadywi.org
www.collegereadywi.org

