



Founded in 1962, the vision of Scholarships, Inc is to ensure that every student has access to the tools necessary to pursue higher education. Scholarships, Inc. is expanding its community offerings through a new college readiness program that will help first-generation, under-represented students become college success and scholarships ready.

Position Description: ***Assistant Coach***

Reporting to the Program Director, the Assistant Coach provides support to the Lead Coach during all NEW Scholars academic enrichment lessons.

Performance Responsibilities

1. Works closely with Lead Coach to prepare lesson plans
2. Provides interaction and supervision of students
3. Ensures safety, security and care of students
4. Record and maintain student/parent records; data entry of student attendance and participation
5. Monitors the use of facilities, materials and equipment
6. Follows protocols related to emergencies, injuries, accidents and student misconduct
7. Maintains professionalism and confidentiality regarding student information
8. Additional responsibilities as required

Qualifications:

1. Pursing or earned an associate or bachelor degree
2. Documented relevant working experience with middle and high school youth.
3. Ability to maintain effective working relationships with students and program staff.
4. Demonstrated ability to understand and work with linguistically and ethnically diverse student populations.
5. Conversational Spanish skills (preferred).

This is a part-time position averaging between 5 – 15 hours per week.

For a complete position posting, visit <http://scholarshipsinc.org/get-involved/careers>

Feel free to call or email with questions or interest. Submit resume and 3 excellent references to:

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