

LEARNING TEAM: Carver has an immediate need for a Middle School Scholar Program Coach.

Position Overview:

The Carver Center Coach is responsible for partial management of students involved in the Carver Scholar Program. Specifically, the position assumes:

- Responsibility for creating and facilitating workshops
- Supervisory responsibility and mentorship of a group of teens
- Clerical responsibilities relating to the Carver Scholar Program

Agency Wide Duties and Responsibilities:

- Support the shared vision of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Port Chester School District and all other governing agencies

Position Specific Duties/Responsibilities:

- Develop and facilitate workshop series for scholar students
- Provide bi-monthly one-to-one coaching sessions for an assigned group of students
- Facilitate student development of personal and academic SMART goals to be monitored and assessed throughout the year
- Develop and facilitate enrichment opportunities and workshops for scholar students
- Monitor Carver Scholar credit completion and scheduling of activities
- Maintain rosters and attendance through excel and EZ-reports
- Provide students with social-emotional support and mentoring
- Communicate with parents and/or teachers regarding scholar schedules and progress
- Actively monitor study hall and provide academic assistance
- Support the coordination of scheduled events
- Participate in off-site and/or overnight programs

Preferred Qualifications:

- Bachelor's degree in education or related field.
- Experience working with teens in an educational, after school, or summer program settings
- Ability to work effectively with diverse children, staff, parents, and community members
- Conversational or Fluent Spanish
- Additional Qualification: Knowledge of Microsoft Office including Word, Excel, PowerPoint
- Valid Driver's License

Carver Center employment policy requires the completion of a full background check prior to hiring. Salary range \$20 to \$30 per hour commensurate with experience.

Training Requirements to Maintain Position:

Attend and participate fully in required staff orientations, all required meetings and professional development sessions, including possible evening trainings, workshops, registration events, etc.

How to Apply: Send cover letter and resume to: gnocco@carvercenter.org.