



COMMUNITY YOUTH CONCEPTS

Gear Up Iowa Mentoring Coach Job Description

Position Title: Gear Up Iowa (GUI) Mentoring Coach – Roosevelt High School

Position Type: Full-time, year-round, salaried position

Starting Salary: \$35,000-\$40,000 with \$280 monthly benefit allotment, vacation/holiday/sick leave, and Simple IRA (3% salary match)

DMPS Supervisor: DMPS Counseling Coordinator and Site Principal

Anticipated Length of Position: 3 years; grant funded position

POSITION PURPOSE: In cooperation with Des Moines Public Schools, effectively implement mentoring using the Check and Connect model and site-based support with promotion of Gear Up Iowa, documentation, and coordination of grant and match funded student college and career exploration events. The GUI Mentoring Coach will work with each of the DMPS comprehensive high schools and connect with Central Campus, Central Academy, and Scavo as needed, with the intent of increasing student graduation and post-secondary education attainment.

The individual chosen for this position will be employed through Community Youth Concepts and will be housed at Roosevelt High School.

EXPECTATIONS:

Serve as Check and Connect mentor (once trained by the District) to identified students in the GUI cohort as assigned by building team

Coordinate site-based college and career exploration and plan events for GUI cohort in collaboration with school counselors

Assist the District staff in the process of gathering and submitting financial documentation

Prepare, monitor, complete, and submit documentation related to plan implementation, including but not limited to sign in sheets, calendars, etc.

Promote GUI opportunities and resources to all cohort students and families

Assist in organizing and participate in School Planning Team Meetings

Assist in creating and maintaining a map of student services received by GUI students

Work collaboratively with site-based school counseling and administrative team to implement GUI objectives

Communicate regularly with District GUI Facilitator and Secondary Counseling Coordinator

QUALIFICATIONS:

Must be able to maintain confidentiality and follow the CYC Code of Ethics, rules, and regulations

Must have great attention to detail

Must be able to multi-task and manage multiple project deadlines

Must have excellent communication skills, both verbal and written, and comfortable with diverse audiences
Must have strong organizational and analytical skills
Must be able to think critically and create boundaries
Must be able to facilitate and train groups of youth
Must be willing and able to listen to and engage youth in goal setting
Must be able to provide and accept supervision
Must be able to establish and maintain effective working relationships with individuals from diverse backgrounds, with key partners, parents, youth, and DMPS and CYC staff.

MINIMUM TRAINING AND EDUCATION:

Required:

Bachelor's Degree required, in education or human service field preferred.
Minimum of two years of experience working with youth
Proven experience with detail oriented tasks

Desired:

Experience with college planning and access, including financial aid and/or admissions
Experience with grant implementation
Experience with accounting documentation

HOURS OF WORK:

Full-time, salaried position.

REQUIREMENTS:

Valid Driver's License

Pass a background check, which includes a Federal Background Check, state child abuse and sex offender registry check, and motor vehicle check.

Certification in Mandatory Child Abuse Reporter Training and completion of required training per grant requirements within six month and one year respectively

Able to work nights, weekends, and travel overnight.

Able to submit paperwork, press releases, and updates in a timely manner.

EEO Employer

Interested applicants should submit a cover letter, resume, and names and contact information of three references to CYC Executive Director Amy Croll by 4:30 PM on August 15th at amy@cyconcepts.org or 1446 Martin Luther King, Jr Pkwy, Des Moines, Iowa 50314. **E-mailed materials should include the following subject line: GUI Coach_ applicant's full name.**