

# **Graduation Coach Volunteer Job Description**

## **About AchieveMpls:**

As the strategic nonprofit partner of Minneapolis Public Schools (MPS), AchieveMpls rallies community support to inspire and equip Minneapolis students for careers, college and life. We manage Career & College Centers in 11 MPS high schools, train and place over 1,600 young people in paid STEP-UP internships with 200+ employers each year, engage hundreds of volunteers as Graduation Coaches and career exploration volunteers, raise support for MPS strategic priorities, and manage MPS school and department funds. Join us as a volunteer, employer, donor or partner at [www.achievempls.org](http://www.achievempls.org).

## **About AchieveMpls Graduation Coaches:**

Research shows that the single most important factor in a young person's success is a consistent relationship with a caring, supportive adult. Graduation Coaches is a school-based mentoring program which pairs community volunteers with Minneapolis Public Schools high school students for twice-a-month meetings during the school day. Graduation Coaches either work one-on-one with a high school senior or with a small group of 9<sup>th</sup> grade students to support students as they transition into and out of high school. Through a structured curriculum, Graduation Coaches support students in building academic confidence and study skills, developing healthy peer relationships, feeling more connected to school and developing a plan for life after graduation.

## **Mentor Role**

- Support a small group of 9th graders or one 12th grade student by providing ongoing school-based mentoring
- Foster a positive and trusting relationship with students by facilitating discussions and activities (provided to you by AchieveMpls staff) and setting appropriate boundaries
- Help students with setting goals and work toward accomplishing them
- Support students in problem solving and developing coping strategies to be deployed in the future
- Share stories and experiences from your own life with your mentee(s) as they relate to the topics discussed- college experiences, career experiences, overcoming obstacles, etc
- Be an active listener and offer support and encouragement when appropriate

## **Time Commitments**

- Make a school-year commitment (September – June)
- Meet with students twice per month during the school day
- Communicate weekly with students via email
- Attend a three hour orientation training session and a three hour mid-year training session
- Attend optional training sessions
- Total time commitment approximately 4-6 hours per month (except for months with additional training- August and January)

## **Eligibility Requirements**

- Have a HS diploma or GED
- Be interested in working with young people
- Be dependable and consistent in meeting the time commitments associated with the program
- Be willing to adhere to all AchieveMpls Graduation Coach policies and procedures
- Complete the Graduation Coaches application and screening process including passing a background check
- Agree to attend all required trainings
- Be willing to communicate regularly with the Graduation Coaches staff
- Not have falsified information during the course of the screening process
- Be in compliance with the following MPS volunteer policies:
  - Drug-free workplace: [http://policy.mpls.k12.mn.us/uploads/policy\\_4025.pdf](http://policy.mpls.k12.mn.us/uploads/policy_4025.pdf)

#### **Application & Screening Process**

- Written application
- In person interview
- Provide three personal or professional references
- Background check

[www.achievempls.org/GradCoaches](http://www.achievempls.org/GradCoaches)