



College Access Site Director Position Description

Position Description:

A Let's Get Ready Access Site Director is a paid internship for current undergraduate college students interested in education, non-profit management, and community building. Access Site Directors oversee the programs in the Mid-Atlantic and New England regions and directly manage a group of college student volunteers (Coaches), who provide SAT preparation and college admission support to low-income high school students.

Let's Get Ready classes occur two nights a week, one focused on the math section of the SAT and one that is focused on the verbal section of the SAT. Access Site Directors are responsible for being on-site each class night to oversee the volunteer Coaches and students and to help build a positive and engaging learning environment. Site Directors must also attend trainings and occasional enrichment events. In addition to carrying out on-site responsibilities, management and logistics, Site Directors must spend additional hours each week completing position-related and administrative tasks.

Position Responsibilities:

Program Management

- Work with Let's Get Ready Program Manager and site partner to manage all on-site logistics in order to provide an optimal learning environment for students and ensure smooth running of program.
- Responsible for direct supervision and evaluation of volunteer Coaches in lesson plan preparation and execution, and overall classroom management.
- Create and run group activities to ensure student engagement and program participation.
- Meet all program-specific deadlines.
- Attend all Let's Get Ready events and regional leadership trainings.
- Schedule weekly check-in calls with Co-Site Director and Let's Get Ready Program Manager to ensure all programmatic goals are being met.

Data Collection and Entry

- Responsible for ensuring all program data is up-to-date, including student and Coach attendance, student diagnostic scores, Coach classroom evaluations and other ongoing information.
- Create a budget for the program and maintain records of all purchases and receipts.
- Collect and submit all program information and paperwork to the central Let's Get Ready office at the end of the program.

Communication

- Maintain open lines of communication with Co-Site Director, Let's Get Ready Program Manager and site partner on all tasks throughout the program semester.
- Communicate all program events and updates to students, Coaches, family members, Let's Get Ready staff, and site partners.
- Respond to program inquiries in a timely manner.
- Serve as a point person for Let's Get Ready program staff for all student and coach outreach.
- Represent Let's Get Ready on college campus and occasional networking events.

Event Planning and Management

- Responsible for creating, executing, attending, and communicating all events such as diagnostic exams, Coach Training, college trips, and SAT completion celebration.
- Fundraise in-kind or monetary donations in order to strengthen the program culture by providing incentives to students and Coaches as extra rewards to acknowledge their hard work and dedication.

Who We Look For:

Let's Get Ready seeks individuals who have leadership experience or are looking to gain more leadership skills. Our Access Site Directors have exceptional communication, time management, and problem solving skills. Because our Access Site Directors work directly alongside a co-Site Director, we are looking for individuals who enjoy working in a team-oriented environment and have a strong network to recruit volunteer Coaches.

INTERESTED: Complete the online application here: <https://www.tfaforms.com/451420>. Please no calls. We will follow up with candidates who will be interviewed.