



Let's Get Ready College Access Site Director Position

What: Internship (paid)

Compensation: \$1750 stipend for the semester

Position Dates: January 2, 2018 – May 15, 2018

Time Commitment: ~15 hours per week, including attending LGR class two nights per week

Class Times: Mondays and Wednesdays, 4 – 7 pm, from 2/7/18 to 5/2/18

Class Location: Bronx Academy of Letters, [339 Morris Ave, Bronx, NY 10451](#)

The Let's Get Ready Access Site Director is a paid internship opportunity for current undergraduate college students interested in education, non-profit management, and community building. Access Site Directors directly manage a group of college student volunteers (Coaches), who provide SAT preparation and college admission support to high school students from low-income backgrounds and first-generation college-going students.

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

Position Responsibilities:

Ensuring a meaningful and productive program for students

- Work with LGR Program Manager and Site Partner to manage all on-site logistics
- Create and run group activities to ensure student engagement and participation.
- Foster strong relationships between students and coaches.
- Attend all Let's Get Ready events and regional leadership trainings.
- Schedule weekly check-in calls with Co-Site Director and LGR Program Manager to ensure all programmatic goals are being met

Effectively recruiting and managing Coaches

- Represent Let's Get Ready on college campuses and occasional networking events
- Engage peers through group recruitment events and individual outreach including: tabling, phone calls, emails, and in-person outreach on a variety of college campuses
- Ensure coach recruitment goals are met before the start of the program
- Responsible for direct supervision, engagement and evaluation of volunteer Coaches in lesson plan preparation and execution, and overall classroom management to support SAT score increase for students

Executing high quality events and activities

- Responsible for creating, executing, attending and communicating all events such as diagnostic exam, Coach Training, college trips, and SAT completion celebration
- Design effective incentive systems to ensure student and coach retention
- Manage a budget for the program and maintain records of all purchases and receipts
- Meet all program-specific deadline

Communication and reporting

- Responsible for ensuring all program data is up-to-date, including attendance, student diagnostic scores, Coach classroom evaluations and other data as assigned
- Maintain open and professional communication with Co-Site Director, Let's Get Ready Program Manager, and Site Partner
- 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 all student and coach outreach
- Collect and submit all program information and paperwork to the central LGR office at the end of the program

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.

How to Apply: Please apply at the following link: <https://www.tfaforms.com/4643639>

Learn More: Email Zoe Smolen at zsmolen@letsgetready.org. with questions, or check out our website at www.letsgetready.org.