



ASPIRE Coordinator Position Description

ASPIRE trains adult volunteers to work one-on-one with help high school students helping them to plan, prepare and achieve their postsecondary education goals, which may be college or a career-technical school. The ASPIRE coordinator is responsible for the day-to-day supervision of ASPIRE advisors.

Program Management

- Ensure there is an up-to-date “ASPIRE College/Career Center” with Internet access. Understand and assist with updating career education resources, including computer-accessed information.
- Become familiar with the ASPIRE curriculum materials, web site, and other web resources.
- Follow ASPIRE guidelines, and school policies regarding confidentiality, meeting times, safety, etc.
- Facilitate and maintain regular communication with volunteers. Help communicate ASPIRE and related information to program participants (ASPIRE Orbit e-newsletter, scholarship bulletins etc.).
- Facilitate volunteer meetings and trainings
- Maintain accurate records. Collect and report key performance measures required by OSAC. Participate in program evaluations and surveys.
- Provide initial and ongoing training to ASPIRE advisors on school policies and regulations, orientation of the school and local community, and technical assistance regarding postsecondary preparation.
- Assist with related special projects, as requested

Volunteer Recruitment And Training

- Develop and implement a recruitment plan for ASPIRE advisors. Recruit volunteers who reflect the diversity of the site population. Screen, background check, and train volunteer applicants.
- Report any volunteer accident or incident to the school administration.
- Ensure that ASPIRE advisors are able to involve and work effectively with students from diverse cultural and ethnic backgrounds and students with disabilities.
- Provide ongoing training to ASPIRE advisors, including regular debriefings, problem-solving, and sharing information about college fairs, campus visitations, and other program activities.
- Provide volunteer recognition activities.

Student Awareness

- Recruit students and create mentoring pairs between students and ASPIRE advisors.
- Provide “drop-in” students with ASPIRE curriculum materials.
- Develop and maintain student tracker and portfolio forms.
- Ensure that students have parental/guardian permission to participate in ASPIRE.
- Involve parent/guardians in ASPIRE through outreach activities and workshops. Conduct informational meetings for parents and students.
- Make ASPIRE presentations in classrooms.

Community Awareness

- Connect with a local college and develop partnerships with the admissions and/or financial aid staff to provide direct help to your high school, students, and parents/guardians.
- Conduct outreach activities to facilitate volunteer recruitment.

Qualifications

- A college degree is not required. However, experience as a student at a career-technical school or college will be beneficial.
- An understanding of volunteer management or a history of volunteering will be helpful.
- Ability to use email, Internet and basic word processing software
- Ability to work in a professional school environment
- Ability to maintain confidentiality
- Sensitivity to challenges faced by youth and to problems faced by young adults who are not traditional college bound students
- Dependability and a strong sense of commitment
- Ability to maintain a patient, non-judgmental attitude

Training provided by the ASPIRE Program includes:

- Tips on researching careers, schools, college applications and admissions, financial aid and scholarship
- Mentoring and communication techniques
- Volunteer recruitment, screening, and training
- Updated curriculum package in hard copy and in electronic format each fall
- ASPIRE will provide an annual Fall Conference for ASPIRE coordinators and volunteers
- Confidentiality requirements

ASPIRE Coordinator Name (please print): _____

ASPIRE Coordinator Signature: _____ Date: _____