

Job Description

Juntos 4-H Academic Success Coach - Spencer County

Working Title: Juntos 4-H Academic Success Coach

Salary: Paid hourly @ \$20.00/hr for 7.2 hours a week

Work Location: Purdue Extension Spencer County

FTE: Temporary Contract Employee (32 weeks)

Anticipated Start Date: October 15, 2025

Departmental Required Skills:

The applicant must have a passion for supporting youth's educational success. A successful candidate will exhibit good human relations skills, initiative, problem solving, organization skills, dependability, bilingual Spanish-English language skills, cultural competence, and effective written and verbal communication.

Essential Job Duties:

The Academic Success Coach serves as a resource for students participating in the Juntos program in developing skills that will benefit their academic, professional, and/or personal success. The coach will meet with participants as a group and individually with monthly scheduled appointments.

Duties will include:

- Provide coaching related to academic success and personal and/or professional development; coach will be responsible for appointments.
- Collaborate with the school staff to provide appropriate academic plans and referrals for students participating in the program.
- Assist within Family Nights, 4-H club experiences and other educational and/or awareness activities as needed.
- Track progress with students.
- Willing and able to attend training sessions and monthly Indiana Juntos 4-H Team Meetings.
- Maintain confidentiality.

Minimum Education and Experience:

High school graduate and at least one year working with youth and families.

Preferred Experience, Skills, & Training:

- A two or four-year degree
- Experience working with middle school or high school age youth and their families
- Experience working in the secondary education system in Indiana
- Bilingual in English and Spanish; able to communicate effectively in both languages.
- The ability to convey information clearly and effectively to individuals.
- Excellent listening skills.
- A dedicated interest in supporting the success of other students.
- An encouraging, patient attitude.

- Previous coaching, tutoring, teaching or mentoring experience.
- Previous experience developing students in success skills areas (time management, study skills, using prioritization, etc.).

Other Work/Responsibilities:

- The position will be an integral part of Spencer County Purdue Extension's professional staff.
- This position interfaces with Purdue faculty, statewide, county and district Extension staff and volunteers as well as community-based agency/organization professionals.
- A moderate amount of travel is expected.

Application Procedure: Submit a cover letter, a resume, and the names and contact information for three references to Jennifer Mayo. Proper documentation of identity and employability will be required. Any questions may be made to Jennifer Mayo at allen393@purdue.edu or 812-362.8066.

