

## **Job Description**

### **Juntos 4-H Site Success Coach – Tipton County**

**Working Title:** Juntos 4-H Site Success Coach

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

**Work Location:** Purdue Extension Tipton County

**FTE:** Temporary Contract Employee (32 weeks)

**Anticipated Start Date:** Winter, 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 Experience Education:**

College experience and at least one year working with the Latino Community.

#### **Preferred Experience, Skills, & Training:**

- A two or four-year degree
- Experience working with Latino middle school or high school age youth and their families
- Experience working in the secondary education system in Indiana
- Bilingual/bicultural 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 Tipton County Purdue Extension's professional faculty and staff.
- This position interfaces with Purdue State 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 Brian Howell. Proper documentation of identity and employability will be required. Any questions may be made Brian Howell at [howellbm@purdue.edu](mailto:howellbm@purdue.edu) or 765-675-1177.

