



FOR TEEN GIRLS INC.

Volunteer Job Description

Job Title: **Higher Education Coach**

Supervisor: Director of Program Services

Location: PEARLS Headquarters

Role and Purpose: To provide one-on-one coaching to PEARLS high school and college students regarding scholarship opportunities and aiding in the process of applying to schools and being successful once in college.

Duties: *(may include one or all of the points below)*

- Inspire girls to complete college application process.
- Assist girls to individually complete FAFSA.
- Assist girls to utilize their college skills profile assessment.
- Assist girls to target the right colleges to apply to.
- Assist girls in finding and succeeding in applying for scholarships/grants/etc.

Qualifications: College grad. Able to relate to and communicate with teens.

Commitment required: Flexible - varies from short term help with paperwork to longer commitment working with the girls throughout their college application process.

Day/time volunteer required: Predominantly after school to be agreed upon with the girl.

Prepared By: Executive Director

Date: December 2007