

# TECH CORPS: Position Description



**Title: Summer Program Success Coach**

## Position Summary

Part-time/Temporary position responsible for supporting all day-to-day aspects of a TECH CORPS program. TECH CORPS implements summer work-based learning programs that range from four to six weeks long. Site Coordinators can identify their desired program based on availability or experience. Program cohorts consist of two Instructors, a Success Coach, and up to 25 students.

**Date:** TECH CORPS summer work-based learning programs will be offered Monday – Friday between **June 1, 2026 and August 7, 2026.**

**Time:** TECH CORPS summer work-based learning programs typically run between **9am-3pm** (hours may vary by region) with staff onsite up to an hour before/after the program times.

**Wage:** \$20 per hour plus paid training time

## Specific Responsibilities:

- Attend training session prior to program start date
- Become familiar with program tools (e.g. Google Drive) prior to program start date
- Provide administrative oversight including tracking attendance and timesheets, contacting students, collecting paperwork
- Collaborate with Instructors on a daily basis to coordinate weekly report out
- Create and submit newsletters to showcase program activities
- Contact any student who has an unexplained absence to discuss progress, offer assistance and encourage retention including documenting contact with absent students
- Help build a safe program environment conducive to collaborative and hands-on learning
- Provide feedback on the students' experience with the overall program
- Provide TECH CORPS staff with all program and evaluation data as requested
- Arrive to every workday session promptly and prepared for sessions/instruction
- Coordinate and implement work in an orderly and professional manner
- Set-up and clean-up worksite at the beginning and at the end of each workday and confirm that all materials are prepared for sessions
- Enforce rules and regulations and apply appropriate disciplinary measures as needed
- Perform other duties as needed for the successful implementation of the program

## Qualifications:

- Passion (for the mission of the organization), Creativity and Initiative
- Basic knowledge and/or experience leading, mentoring or teaching groups
- Effective communication and presentation skills
- Previous experience working with a wide range of populations is a plus
- Education, human resources or related major/program/degree preferred but not required
- Ability to multitask with strong attention to detail and the ability to perform under deadline pressure
- Customer service delivery and the ability to accommodate different situations and temperaments
- Professionalism (time management, appearance, dependability) and strong work ethic

## Content Knowledge/Experience:

- Microsoft Word, PowerPoint, Google Suite

**Direct Report:** Summer Program Success Coaches report to the respective Regional or Program Manager in their area.

**Location:** TECH CORPS summer work-based learning programs will be offered via partnerships with colleges/universities, K-12 schools and nonprofit organizations in Central and Northeast OH.

**For additional details or to apply visit:** <http://bit.ly/26tcstaff>  
**For more information, please contact TECH CORPS @ 614-583-9211.**