

The ASPIRE Program trains adult volunteers to work in a group-based setting with middle school students helping them establish and prepare their postsecondary education goals, which may be college or a vocational/technical school. The ASPIRE coordinator is responsible for the day-to-day supervision of ASPIRE mentors and students.

## 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 middle school curriculum materials, website, and other web resources.
- Follow ASPIRE guidelines, and site policies regarding confidentiality, meeting times, safety, etc.
- Facilitate and maintain regular communication with volunteers. Help communicate ASPIRE and related information to program participants.
- 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 mentors on site policies and regulations, orientation of the site and local community, and technical assistance regarding postsecondary goal setting.

## Volunteer Recruitment and Training

- Develop and implement a recruitment plan ASPIRE mentors. 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 site administration.
- Ensure that ASPIRE mentors are able to involve and work effectively with students from diverse cultural and ethnic backgrounds and students with disabilities.
- Provide ongoing training to ASPIRE mentors, including regular debriefings, problem-solving, and sharing information about campus visitations and other program activities.
- Provide volunteer recognition activities.

## Student Awareness

- Recruit students and create mentoring pairs between students and ASPIRE mentors.
- Provide “drop-in” students with 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 high schools and colleges to develop partnerships with the admissions and/or financial aid staff to provide direct help to your middle school, students, and parents/guardians.
- Conduct outreach activities to facilitate volunteer recruitment.

## Qualifications

- A college degree is not required although experience as a student at a technical/vocational 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 environment.
- Ability to maintain confidentiality.
- Sensitivity to challenges faced by youth. Sensitivity to problems faces by middle school age students 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 and schools, college applications and admissions, and financial aid and scholarship information.
- 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.

## Authorization

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ASPIRE Coordinator (print name)	(signature)	(date)
ASPIRE Supervisor (print name)	(signature)	(date)