



Peer Coach Job Description

A Peer Coach is a student guide in Upward Bound for other UB students who are newer in the program. They will provide information, encouragement, skills, perspective, and feedback to the newer students. They are an additional resource to help our newer members succeed!

What are the criteria for being a Peer Coach?

1. Be an active Upward Bound participant who attends required activities.
2. Be in good academic standing with a GPA of 2.67 (B- Average) or higher. Students below this minimum are still eligible by completing an academic plan with Academic Coordinator.
3. Be a high school junior or senior participant of UB.
4. Willing to commit for one summer and following academic year (June-June).
5. Ability to develop rapport with students from diverse backgrounds.
6. Have a strong desire to help other students attain academic and career goals.
7. Establish and maintain appropriate conduct with assigned student.
8. Committed to keeping information confidential.
9. Adheres to Upward Bound Rules and Policies.

What are the Responsibilities of a Peer Coach?

1. Provide assistance to students participating in the Coaching program.
2. Help in the development of skills necessary for students to succeed in school.
3. Motivate students toward achieving positive grades and GPAs.
4. Serve as a resource person for the student.
5. Serve as a role model for the student.
6. Provide a caring connection for the student.
7. Encourage use of technology utilized by Upward Bound.
8. Promote program activities and events.
9. Assist residential staff during the Summer Session.

What is specifically required of a Peer Coach?

1. Establish and maintain contact with assigned student, based on their stated preference for type and frequency of communication (e.g. text once a week, call every two weeks).
2. Document all contacts with your Student according to the UB Coaching Program guidelines and turn documentation into the appropriate UB staff member within the required time frames.
3. Follow all UB Coach Program guidelines.
4. Use direct communication to discuss any issues or problems with the coaching relationship to UB staff members.

Performance Standards

1. Peer Coaches are required to maintain a GPA of 2.67 (B- Average) or higher. If a student is below this, an academic plan should be in place. Students placed on Probation or Limited Services Status are not eligible to continue coaching. A detailed discussion of the Student Academic Policy can be found at <https://www.uwsp.edu/upbound/Pages/Forms.aspx>.
2. Peer Coaches are expected to perform their duties in accordance with the standards established by the Upward Bound Coaching Program.
3. Peer Coaches must adhere to the guidelines provided to them regarding confidentiality.
4. Any occurrence of a disciplinary step can cause elimination from coaching.

Support from Upward Bound Staff

The TRIO Upward Bound Program at UW-Stevens Point will support the Coaches in the following ways:

1. Provide Orientation and Training to the Coaches via workshops.
2. Provide information, structure and resources to assist the Coaches in developing a plan for the Coaching relationship.
3. Answer questions and help problem-solve when needed.
4. Provide academic and social opportunities in which the Coaches and Students can participate.
5. Provide opportunities to check in on a regular basis with an assigned staff advisor.

How do I apply to be a Peer Coach?

You may apply online on our website at www.uwsp.edu/upbound and clicking the menu option "Peer Coaching." Complete and submit the online application. The direct link to the page is <https://www.uwsp.edu/upbound/Pages/PeerCoach.aspx>.