



Job Description for Temporary Pathway Coach

Reports To: Jessi Marsh, CEO, Will Allen Foundation

Position Type: Temporary/Contract (Approx. 8-12weeks), Casual (10-15 hours/week)

Location: Hybrid (on-site at partner schools and virtual as needed)

Start Date: Feb. 16, 2026

Position Overview

Purpose Statement:

The Temporary Pathways Coach will provide short-term coverage and support for the Will Allen Foundation's Pathways Program while the current coach is on leave. This role is responsible for mentoring students in healthcare career pathways, supporting high school clubs and career readiness programs, coordinating with education and industry partners, and ensuring smooth continuation of program operations.

The ideal candidate is an organized, student-centered professional with a background in healthcare and workforce development who can collaborate effectively with school staff, partner organizations, and students.

Key Responsibilities

1. Practical Nurse Mentor (Carlow University Partnership)

- Tutor/Mentor PN students twice weekly (2-hour sessions each, based on second second-semester schedule).
- Maintain attendance and lesson notes in the LPN Tracker.
- Respond to student questions via text/email (typically 1–3x weekly).
- Create and distribute weekly study guides or practice quizzes.
- Track and report supply purchases in the grant budget spreadsheet.

2. Healthcare Explorers Club (Clairton High School & Brentwood High School)

- Lead weekly Healthcare Explorer Club sessions.
 - Clairton: Thursdays, 9:45am–12:45pm
 - Brentwood: Every other Friday, 11:45am - 1:15pm
- Deliver lessons in medical and professional development topics.
- Track attendance and expenses, and ensure students complete the annual program survey.
- Coordinate with school contacts and manage club cancellations if needed.
- Assist in booking guest speakers and organizing club activities.

3. West Penn School of Nursing (AHN) Support

- Assist with scheduling TEAS exams and coordinating student participation.
- Support students accepted into the program with the enrollment process, onboarding, and admission requirements (scheduling background checks, clearances, CPR cert., etc.).

4. Reporting and Communication

- Maintain accurate trackers, attendance records, and expense documentation.
- Communicate regularly with supervisors and partners to ensure continuity.
- Participate in weekly team meetings to provide updates summarizing key activities and student progress

Qualifications

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- Registered Nurse of 4+ years
- Clinical instructor or experience mentoring or teaching young adults.
- Strong communication, organization, and time management skills.
- Ability to work independently and collaboratively with multiple partners.
- Comfortable using Google Workspace (Docs, Sheets, Forms) and virtual meeting tools.
- Must have reliable transportation to partner schools.

Compensation

- Contracted hourly rate, commensurate with experience
- \$38-\$42/hour

Certifications Required:

- Criminal Background Clearance Act 34 PA – State of Pennsylvania
 - Child Abuse Clearance Certificate Act 33 PA – State of Pennsylvania
 - Act 73 FBI Fingerprinting Criminal Background Clearance Certificate – Federal Bureau of Investigation
 - Registered Nurse (RN) – State of Pennsylvania Board of Nursing
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Work Environment

- **Office or Field:** The position requires a mix of remote work and in-person meetings at schools, partner offices, and community locations.
 - **Working Hours:** Full-time, with some flexibility required to accommodate meetings, events, and program delivery schedules.
 - **Physical Demands:** Ability to attend student meetings, partner events, and school visits.
 - **Travel Requirements:** Local travel required for meetings, school visits, and industry tours.
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How to Apply

Application Instructions:

Please send your resume, cover letter, and references to [jobs@willallenfdn.org]. In your cover letter, describe your experience working with high school students, guiding them toward career and post-secondary opportunities, and your experience in nursing education or healthcare professions.

Equal Opportunity Employer Statement:

The Will Allen Foundation is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Signature

Employee Acknowledgment:

I have read and understand the job description for the position of Pathway Coach. I acknowledge that this job description is not an exhaustive list of duties and responsibilities, and I may be required to perform additional tasks as needed.

Employee Signature: _____

Date: _____
