



Job Title: Program Specialist – At-Risk

Supervisor: Chief Student Services Officer & Biddle Center Director

Terms of Employment: 210 days

Job Summary:

Coastal Carolina University (CCU) and Horry County Schools (HCS) agree to collaborate on the implementation of the Dalton and Linda Floyd Family Mentoring Program. CCU will provide access to students to serve as mentors and/or tutors through experiential learning courses or volunteers. Mentors and tutors will be placed with selected children in Kindergarten through Grade 8 primarily, based on the needs and requests of each participating school.

Essential Duties:

1. Select and train mentors and/or tutors who will be good role models for “at-risk” children in HCS.
2. Coordinate and monitor mentor and/or tutor placements and service at schools.
3. Collect data from each participating school and create a comprehensive database on all HCS student participants in the CCU Mentoring Program.
4. Coordinate field trips (campus visits or other mutually agreed-upon educational trips) each year for all mentors, tutors, children and families (if appropriate).
5. Maintain and share with CCU and HCS mentor and tutor data for assessment of institutional and individual impact.
6. Promote mentoring to university and community groups.
7. Provide resources and services to CCU faculty to encourage and support them to incorporate mentoring as experiential learning in their courses.
8. Keep the Director of the Biddle Center and Chief Student Services Officer informed of activities and problems.
9. Carry out other duties as assigned by the Director of the Biddle Center or Dean of the Spadoni College of Education or as assigned by HCS.

Other Duties:

Perform other tasks and assume other responsibilities as may from time to time be assigned by your supervisor.

Job Specifications:

Performance of this job will be evaluated annually in accordance with provisions of the board’s policy on Evaluation of Professional Personnel.



Minimum Qualifications (Knowledge, Skills and Abilities Required):

1. Minimum of five (5) years successful teaching, counseling, or administrative experience required.
2. Certification as a teacher, guidance counselor, or school administrator preferred.
3. Master's Degree in education or counseling preferred.
4. Experience in working with or teaching adults.
5. Strong communication and organizational skills.
6. Ability to work flexible hours, including some evenings, weekends, and early morning meetings.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms; walk; sit; stoop or kneel; crouch or crawl.

Additional physical requirements include the following:

- Physically capable of frequently lifting or moving up to 40 pounds;
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus;
- Ability to sit and stand for extended periods of time;
- Manual dexterity for the purpose of using a telephone and data entry;
- Read a computer screen and printed material with or without vision aids;
- Hear and understand speech at normal levels and on the telephone; and
- Speak in audible tones so that others may understand clearly in person and on the telephone.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Pay Grade: 115

Please click [here](#) for salary scales.

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator or supervisor. Horry County Schools reserves the right to update, revise or change this job description and related duties at any time without prior notice.

Revised 10-20-2025