

# College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



## 2017-18 College Access Corps Coordinator Position Description (FT AmeriCorps Position)

**PROGRAM PURPOSE:** The purpose of College Access Corps program is to improve college access of economically disadvantaged youth in grades 5-12 in the states of Washington and Oregon. AmeriCorps members will be placed on campuses to serve as college access coaches to economically disadvantaged youth in schools and community agencies. Economically disadvantaged is defined as being 50% or more of the youth in a group being eligible for federally – funded free/reduce lunch program. Members will recruit volunteers for National Days of Service. AmeriCorps members will strive to promote educational equity and inclusion that supports the needs of students with various backgrounds.

### **PROGRAM OUTCOME:**

**Grades of youth to be served: K - 8**

**Number of youth to serve: approx. 30**

**Number of volunteers to recruit: approx. 10**

**TITLE:** College Access Corps Coordinator

**MEMBER START DATE:** No later than 2/28/2019

**MEMBER END DATE:** No later than 12/15/2019 (10.5-month term)

**DAYS OF SERVICE:** Monday – Friday (may need to serve some evenings and weekends)

**HOURS OF SERVICE:** 1700 hours within 10.5 months of start date,

**SUPERVISOR:** Edith Gruiton

**TITLE:** School Counselor

**CAMPUS:** Portland Public Schools

**SERVICE SITE:** Harrison Park School

### **Names and addresses of schools and/or community agency partners:**

Harrison Park School: 2225 SE 87th Ave, Portland, OR 97216

### **MAJOR RESPONSIBILITIES AND RELATED TASKS:**

- Develop and implement programming to support academic engagement of students
- Carry caseload of chronically absent students
- Develop, support and facilitate programming and activities which connect school attendance and engagement with future educational success college/career opportunities and post-secondary pathways
- Serve as member of school's Student Attendance Response Team (SART)
- Promote values of equity and empowerment in building relationships between SART and students
- Plan and carry out school-based attendance systems (check and connect, attendance group, classroom competitions, etc. as guided by SART team)
- Build relationships with students, families, school staff, and partner organizations to promote student engagement, academic success and post-secondary pathways

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- Receive supervision from school-based staff member (counselor or admin) with weekly check-ins and on-site support
- Receive training in accessing data, attendance systems, student and family engagement from district attendance support staff
- Recruit volunteers for National Days of Service and other community service events
- Provide age appropriate college access interventions to participating youth as part of programming
- Compile and update college access program sustainability manual (one for each campus program)
- Collect and document program assessment data in required tracking tools and progress reports
- Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as schedule
- Engage in personal reflection
- Collaborate with other CAC teammates and national service members in your community on common projects
- Record and track hours in monthly timesheets
- Read *Critical Mentoring: A Practical Guide* by Torie Weiston-Serdan (provided by host site)

## REQUIRED QUALIFICATIONS:

- Be a citizen, national, or lawful permanent resident alien of the United States
- Be 18 or older
- Have an AA/BA or some college
- Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis)
- Commit to serving 1700 hours (no more than 20% of aggregate time can be spent on training/professional development and no more than 10% on fundraising)
- Ability to work well with people of diverse backgrounds
- Strong organization, problem-solving and written and oral communication skills
- Basic office computer skills, including word processing
- Program management (marketing, event planning, training, volunteer management) experience
- Strong initiative, self-starter, and enthusiasm for helping others succeed
- Committed to promoting educational equity and inclusion

## BENEFITS:

- Living allowance of \$13,732 (distributed over 10.5 months)
- Loan forbearance and interest accrual reimbursement on qualifying loans
- Basic health care plan (if needed)
- Education Award of \$6,095
  - upon successful completion of the program
- Childcare assistance for qualifying members
- Members will be given a mid-year and end of year member evaluation from their program supervisor
- Networking, training, and professional development opportunities
- A chance to make a difference in your community and schools!