

**Campus Compact of Oregon**

**AmeriCorps Member Position Description**

**Position Title:** College Access Corps Coordinator

**Host Site Name:** Lents Elementary School

**Location:** 5105 SE 97th Ave, Portland, OR 97266

**Hours of Service:** 9am-5pm M-F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

**Position Duration:** October 2019-August 2020

**Responsibilities and Related Tasks:**

* Develop and implement interventions to decrease chronic absenteeism rates 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
* Serve as member of school's Student Attendance Response Team (SART)
* Accompany school staff in home visits as needed to engage with families around school attendance
* Promote values of equity and empowerment in building relationships with school community in collaboration with teachers, families, school staff and partner organizations
* Plan and carry out school-based attendance systems (check and connect, attendance group, classroom competitions, etc. as guided by SART team)
* 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 scheduled
* 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, belonging and inclusivity
* Able to pass a criminal background check

**AmeriCorps Member Benefits:**

* A living allowance of $14,000 for the term of service, dispersed monthly
* An education award of $6,095 (upon successful completion of service)
* Health benefits
* Loan forbearance and interest accrual payment on qualified student loans
* Child care (if eligible)
* Training and professional development opportunities
* Access to an extensive network of AmeriCorps Alums
* Members will be given a mid-year and end of year member evaluation from their program supervisor