

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 WCE BPS College Access Corps Position – IMMEDIATE OPENING

TITLE: College Access Corps Coordinator

HOURS OF SERVICE: 10:00 a.m. to 6:30 p.m., M – F with some evening and weekend hours (At least 1,700 hours over the 10.5 month term of service)

Service Term: immediately through June 30, 2018

JOB DESCRIPTION: The College Access Corps (CAC) Coordinator will serve at Shuksan Middle School and work with Western Washington University’s LinCS office. The primary function will be to support students in academic, social, and emotional learning. CAC member will orient and support college students from WWU campus to act as college access coaches to economically disadvantaged grades 6-9 youth attending Shuksan Middle school. The CAC member will also recruit volunteers for National Days of Service.

JOB DESCRIPTION: The College Access Corps Coordinator will serve at Sterling Meadows housing complex for farmworker families, and work in partnership with Western Washington University Woodring College of Education. The primary functions of this position will be to provide academic support and out of school time programming for youth from farmworker backgrounds onsite at Sterling Meadows. This position will also train and supervise students engaging in service learning through WCE, and track students served and program impacts. The College Access Corps member will also recruit volunteers for three National Days of Service. (NOTE: CAC members will have “recurring” access to vulnerable populations and must pass a standard background check and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202)

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Facilitate Elementary and Teen afterschool homework clubs at Sterling Meadows M-Th
- Communicate with parents and teachers about student school performance and progress
- Support and encourage youth to succeed in school
- Establish relationships with teachers, counselors, and staff at the elementary, middle, and high school attended by Sterling Meadows youth
- School and classroom visits to support youth at school
- Facilitate Teen Night once a week with support of WWU Bridges program
- Plan and chaperone youth on field trips around Bellingham
- Coordinate activities and programming in compliance with the Alcoa Environmental Education Grant, and youth involvement in the Sterling Paz Community Garden
- Create and cultivate school/community partnerships
- Provide support for the Woodring-Bellingham Schools-Community Collective Impact Partnership
- Work with WCE LinCS (Learning in Community and Schools) to train, supervise and provide on-going support on-site to college students as college access coaches in homework clubs, teen night, and field trips
- Build programmatic infrastructure around college access programming best practices, including college search support for high school students, financial aid and college information nights for families, and campus tours and visits from local community colleges and universities
- Recruit volunteers for National Days of Service and other community service events
- Administer program assessment, tracking students served, work with data tracking system.

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- Promote program impacts to internal and external stakeholders
- Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional co-hort meetings and others as available
- Plan and/or recruit additional volunteers for at least three National Days of Service
- Engage in personal reflection

REQUIRED QUALIFICATIONS:

- ◆ Applicant must be age 18 or older (AA or BA/BS degree preferred)
- ◆ Experience working with youth in academic or youth development programs
- ◆ 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, database management, Excel.
- ◆ Be an ethical user of social media.
- ◆ Program management (marketing, event planning, training, volunteer management) experience.
- ◆ Strong initiative; self-starter; thrive in an independent work environment
- ◆ Ability to creatively problem solve
- ◆ Enthusiasm for helping others succeed

PREFERRED QUALIFICATIONS:

- ◆ AA or BA/BS degree preferred
- ◆ Experience with Latino and indigenous farmworker communities; awareness of related social issues
- ◆ Proficient Spanish speaker

BENEFITS:

- Living stipend of \$12,630 (distributed over 10.5 months)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying loans
- Basic Health Care Plan
- Education Award of \$5,815 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

For More Information and to Send Resume, Cover Letter and Three References, Contact: Dr. Angela Harwood, Western Washington University Woodring College of Education. Angela.Harwood@wwu.edu 360.650.3328

The College Access Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply. The College Access Corps only enrolls members who are a U.S. citizen, U.S. national, or lawful permanent resident alien of the United States. All new members must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services. All new AmeriCorps members must pass a standard background check.