

# College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



## 2017-18 College Access Corps Position Description

**TITLE:** College Access Corps Coordinator

**HOURS OF SERVICE:** 9:30 a.m. to 5:30 p.m., M – F with some evening and weekend hours  
(At least 1,700 hours over the 10.5 month term of service)

**JOB DESCRIPTION:** The College Access Corps Coordinator will serve at Gonzaga University’s Center for Community Action and Service Learning. The primary function will be to recruit and train college students from Gonzaga to act as college access coaches to economically disadvantaged grades 4-12 youth attending local schools. The member will also assist in coordinating Gonzaga’s elementary, middle, and/or high school youth initiatives and will support “Zag Volunteer Corps” by attending and recruiting college students to participate in National Days of Service and other community service events. (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:

- Assist in cultivating school/community partnerships
- Recruit, select, and train college student volunteers to work as college access coaches
- Supervise student leaders in youth programs
- Assist college student volunteers (coaches and leaders) to plan, coordinate, and implement college access interventions
- Build a programmatic infrastructure around college access programming best practices
- Work with staff and partner organizations in local schools and community organizations to increase communication and enhance interventions for youth, both on-site and on Gonzaga’s campus
- Maintain documentation of data related to college student volunteers, youth, attendance, recruitment and program activities
- Administer program assessments
- Recruit volunteers and provide assistance in coordinating National Days of Service and other community service events, including Zag Volunteer Corps
- Promote program impacts to internal and external stakeholders
- Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as available
- Engage in personal reflection

### REQUIRED QUALIFICATIONS:

- ◆ Applicant must be age 18 or older
- ◆ AA or BA/BS degree preferred
- ◆ Ability to work well with people of diverse backgrounds
- ◆ Strong organization, problem-solving and written and oral communication skills