

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 College Access Corps Position Description Template

TITLE: College Access Corps Coordinator

HOURS OF SERVICE: 8:00 a.m. to 5:00 p.m., M – F with some evening and weekend hours

JOB DESCRIPTION: The College Access Corps (CAC) Coordinator will serve at Renton Technical College. The primary function will be to recruit and train college students from your campus to act as college access coaches to economically disadvantaged grades 4-12 youth attending local community schools. The CAC member will also recruit volunteers for 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:

- Assist in cultivating school/community partnerships
- Recruit, select, and train college students as college access coaches
- Build a programmatic infrastructure around college access programming best practices
- Recruit volunteers for National Days of Service and other community service events
- Administer program assessment
- 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
- ◆ Basic office computer skills, including word processing
- ◆ Program management (marketing, event planning, training, volunteer management) experience.
- ◆ Strong initiative; self-starter; enthusiasm for helping others succeed

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 Contact: Andrea Lancaster at 425-235-2352 ext. 5562 or alancaster@rtc.edu.

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 and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.