

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 College Access Corps Position Description

TITLE: College Access Corps Coordinator for Washington Middle School

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 Coordinator will serve at Seattle University's Center for Service and Community Engagement. The primary function will be to recruit and train college students from Seattle University to act as college access coaches to economically disadvantaged 6th – 8th grade youth who attend Washington Middle School (WMS) through the Redhawk Academic Mentoring Program (RAMP) and the HOST after school program. The CAC Coordinator will serve full time on-site at WMS, which is located ten blocks southeast of SU's campus. The CAC coordinator will be supervised by the School Success Coordinator, a full-time Seattle University staff member who oversees and SUYI engagement at Washington Middle School. The CAC coordinator will also work closely with the City of Seattle Parks and Recreation Department Site Coordinator, as "Parks" serves as the lead after school program provider. 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
- Promote the goals of the Seattle University Youth Initiative by strengthening the partnership between Washington Middle School (WMS) and the Center for Service and Community Engagement.
- Support after school programming and events.
- 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
- Engage in ongoing program and curriculum planning for daytime and after-school sessions, in collaboration with Seattle University students, Washington Middle School Staff and CCE staff, to improve and expand services.

REQUIRED QUALIFICATIONS:

- ◆ Applicant must be age 18 or older (AA or BA/BS degree preferred)
- ◆ Ability to work well with people of diverse backgrounds

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.

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- ◆ 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
- Seattle U athletic facilities access
- Subsidized parking and/or Orca (bus) cards

For More Information Contact:

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Director of Education Partnerships

Center for Community Engagement

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www.seattleu.edu/cce

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