

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 WCE BPS College Access Corps Position Description

TITLE: Alderwood Elementary School CAC Program support

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 Alderwood Elementary 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 Train College students from your campus to act as college access coaches to economically disadvantaged grades 6-9 youth attending Alderwood elementary school. 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 and community partnerships
- Recruit, select, and train college students as mentors, tutors for academic enrichment programs
- Work with LinCS office and School district Volunteer Coordinator to train and orient community volunteers on site.
- Recruit volunteers for National Days of Service and other community service events
- Facilitate monthly awards ceremony for students.
- Support alternative recess opportunities
- Support students in classroom and small group settings
- Plan a career fair to expose students to real life jobs and skills
- Self-select a subset of 4th and 5th graders seeking quieter recess and utilize this group to:
- Build a programmatic infrastructure around Pre-college access programming for elementary
- Collaborate with and support reading corps.
- Pursue a passion through after school enrichment clubs.
- Support Sterling Meadows homework club support
- Administer program assessment and 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

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.

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



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: Dr. Angela M. Harwood / 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 and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.