

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



2017-18 College Access Corps Position Description Template

TITLE: Squalicum High School College Access Corps

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 Squalicum High School and work with Western Washington University LinCS office. The primary function will be to work with School Success Coordinator on site to support students in grade level for academic, social, and emotional support. CAC member will recruit and train college students from WWU campus to act as college access coaches to economically disadvantaged grades 9-12 youth attending Squalicum High school. CAC member will work with District volunteer coordinator as on site volunteer coordinator to orient and support community volunteers.

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
- Build a programmatic infrastructure around college access programming best practices
- Collaborate on plans for field trips related to college search process
- Work with School district Volunteer Coordinator to train and orient community volunteers on site.
- Classroom assistant in AVID program grades 9-12
- Support programming including soliciting donations from established charitable partners for Boutique and afterschool snack program.
- Support students in classroom and small group settings
- Recruit volunteers for National Days of Service and other community service events
- Administer program assessments 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

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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- ◆ 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: Dr. Angela M. Harwood / Angela.Harwood@wwu.edu / (360) 650-3328

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