2017-18 College Access Corps Coordinator Position Description  
(FT AmeriCorps Position)

PROGRAM PURPOSE: The purpose of College Access Corps program is to improve college access of economically disadvantaged youth in grades 4-12 in the states of Washington and Oregon. AmeriCorps members will be placed on campuses to recruit and train college students to serve as college access coaches to economically disadvantaged youth in schools and community agencies. Economically disadvantage is define as being 50% or more of the youth in a group being eligible for federally – funded free/reduce lunch program. Members will recruit volunteers for National Days of Service. AmeriCorps members will strive to promote educational equity and inclusion that supports the needs of students with various backgrounds.

PROGRAM OUTCOME: (use data in submitted proposal)
Grades of youth to be served: _________  Number of volunteers to recruit: _______
Number of youth to serve: ____________  Number of coaches to recruit: ________

TITLE: College Access Corps Coordinator

MEMBER START DATE: □ August 16, 2017  □ Other: _______________
MEMBER END DATE: □ June 30, 2018 (10.5 month term) □ Other: _______________

DAYS OF SERVICE: Monday – Friday (may need to serve some evenings and weekends)

HOURS OF SERVICE: _________________________________________

SUPERVISOR: ___________________________ TITLE: _________________________

CAMPUS:______________________________________________

SERVICE SITE: Names and addresses of schools and/or community agency partners.
Example: Bellingham School District
2020 Cornwall Ave
Bellingham WA, 98226
1. ______________________________  2. ______________________________
   ______________________________  ______________________________

MAJOR RESPONSIBILITIES AND RELATED TASKS:
• Recruit, select, and train college students as college access coaches
• Recruit volunteers for National Days of Service and other community service events
• Provide age appropriate college access interventions to participating youth
• Compile and update college access program sustainability manual (one for each campus program)
• Collect and document program assessment data
• Participate in College Access Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as schedule
• Engage in personal reflection
• Collaborate with other CAC teammates and national service members in your community on common projects

REQUIRED QUALIFICATIONS:

• Be a citizen, a U.S. national, or lawful permanent resident alien of the United States
• Be 18 or older
• Have an AA/BA or some college
• Agree to a National Service Criminal History Check and not have a sexual offense or murder conviction (other offenses may also prohibit participation, but will be determined on a case by case basis)
• Commit to serving 1700 hours (no more than 20% of aggregate time can be spent on training/professional development and no more than 10% on fundraising)
• 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, and enthusiasm for helping others succeed
• Committed to promoting educational equity and inclusion

BENEFITS:

• Living allowance of $12,630 (distributed over 10.5 months)
• Loan forbearance and interest accrual reimbursement on qualifying loans
• Basic health care plan (if needed)
• 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
• Networking, training, and professional development opportunities
• A chance to make a difference in your community and schools!

For More Information Contact:
Supervisor’s Name: _____________________________  Email: ____________________________
Title: _________________________________________  Phone: ___________________________

By signing below, the member and supervisor hereby acknowledges that s/he has read and understands the expectations of the College Access Corps Coordinator position.

________________________________________________________________________________
Member’s Name   Member’s Signature    Date

________________________________________________________________________________
Supervisor’s Name   Supervisor’s Signature   Date

The College Access Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enrollee 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 citizens, nationals, or lawful permanent resident of the United States. All new members must show service 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.