HOST SITE: "I Have a Dream"® Foundation of Boulder County ("I Have a Dream")

The "I Have a Dream" AmeriCorps program is the result of a collaboration between "I Have a Dream”, Notre Dame Mission Volunteers (NDMV) and the Corporation for National and Community Service (CNCS). NDMV and CNCS provide funding and program support that enables "I Have a Dream" to recruit AmeriCorps members to serve communities and youth. "I Have a Dream" is a school drop-out prevention program for low-income youth and is seeking applicants for a full-time AmeriCorps Service Learning Coordinator for *September 1, 2017 through July 31, 2018, to be placed with the University of Colorado’s Institute of Ethical and Civic Engagement (IECE).

Partner Site Description: Public Achievement (PA) international, youth led, civic engagement initiative that seeks to promote student voice and transformative change for individuals and communities. At CU Boulder undergraduates serve as PA coaches alongside K-12 students in Boulder and Lafayette schools. Together students participate in a year-long cycle of inquiry and action around school and community based social justice issues. All participants gain insight on community leadership, the foundations of social change and the power of relationships.

Service Location: Boulder is an extremely vibrant and outdoorsy city that boasts close to 70,000 acres of open space and over 90 miles of trails in a community of roughly 100,000. With over 300 days of sunshine per year, there is always something fun to do in Boulder! Amongst all the beauty and nature, Boulder’s affluent community is experiencing a large gap in high income and high poverty. In these hidden, low-income communities, youth are faced with tremendous obstacles to academic and life success. Serving in Boulder County with the "I Have a Dream” Foundation means providing the youth we serve with the necessary support and trusting relationships they need to close the achievement gap with their more affluent peers and complete high school prepared for higher education and a fulfilling career.

Title: AmeriCorps Member – Public Achievement Coordinator
Reports to: Public Achievement Director, IECE, University of Colorado at Boulder

Responsibilities (listed roughly in order of priority and % of time):

- Support all aspects of Public Achievement (PA) service learning program management:
  - Collaboratively implement comprehensive training and reflection program for CU undergraduates and K-12 students participating in the PA program. Work directly with both college student coaches, and K-12 students;
  - Support students in the development and implementation of service projects;
  - Act as a liaison between the Univerisity of Colorado (CU) and "I Have a Dream";
✓ Act as a liaison between program administrators and CU undergraduates/coaches;
✓ Co-coordinate national service events, campus visits, and project unveilings;
✓ Attend and support in co-teaching PA courses, meetings, and special events; and
✓ Implement "I Have a Dream" CU summer program and other campus visits, as requested

• Create a support network among CU undergraduates:
  ✓ Promote information sharing and resource building among PA coaches and students;
  ✓ Organize and implement regular “check-in” with PA coaches and teaching assistants;
  ✓ Provide coaches with up-to-date resource, training and networking information;
  ✓ Co-coordinate relevant professional development opportunities for PA coaches;
  ✓ Act as an ombudsperson, resolving problems and representing issues on behalf of PA coaches; and
  ✓ Identify opportunities for sustained service for PA coaches.

• Recruit PA coaches, and collaborate with all partners in this process
  ✓ Oversee recruitment process for INVS/EDUC2919 in fall 2017 and spring 2018;
  ✓ Develop brochures, flyers, and web-based recruitment tools to assist recruitment;
  ✓ Collaborate with “I Have a Dream” to recruit mentors, tutors, and program support.

• Support and implement fundraising and evaluation plans:
  ✓ Compile and record weekly evaluation of PA students;
  ✓ Assist CU and “I Have a Dream” staff in preparing reports to program funders;
  ✓ Assist CU and “I Have a Dream” staff in the collection and administration of pre and post assessments and other evaluation data;
  ✓ Identify and co-develop funding requests; and
  ✓ Monitor announcements, directions to events, urgent messages, funding alerts, and news updates.

Stipend and Benefits: Full-time members – responsible for eleven months of service, and a minimum of 1,700 hours of service during the year will receive the following:
  • A living allowance of $12,530 (pre-tax) over course of the year
  • A National Service Trust Education Award of $5,775 (pre-tax) after the successful completion of the term of service which can be used for post-secondary education, vocational school, graduate school, or to pay back student loans
  • Level of service averages 40 hours per week; evening and weekend service required in exchange for flexible time off
  • Health insurance as part of the AmeriCorps health plan
  • Child care, if eligible

Training Opportunities Provided:
• Initial 2-week AmeriCorps Training / Orientation to “I Have a Dream” and NDMVA
• Leadership & Communication
• Diversity & Cultural Competency
• Motivational Interviewing
• Suicide prevention, Abuse Reporting
• Health, Wellness, Nutrition
• Literacy, Math, Tutoring, and Academic Programming Techniques
• Serving low-income, and at-risk youth
• Lesson planning & Classroom Management
• Bi-Monthly on-site AmeriCorps meetings/workshops
• Others as scheduled

Meeting Schedule:
• Monthly NDMV-Boulder AmeriCorps meetings
• Weekly Supervisor/Site Team Meetings
• Partnering Agency meetings as scheduled

Selection Criteria:
We are seeking self-motivated, compassionate applicants who enjoy working with a diverse group of individuals, including community volunteers, Dreamers, their families, “I Have a Dream” staff and sponsors, teachers and school administrators, and members of the community. “I Have a Dream” is an Equal Opportunity Employer.

Requirements:
• Bachelor’s Degree from an accredited college or university
• Experience working with youth
• AmeriCorps eligibility requirements: must be at least 17 years of age; be a U.S. citizen, national, or lawful permanent resident alien; and a high school diploma or GED. NDMVA prefers that members be at least 21 years of age.

Additional Qualifications:
• Ability to take initiative and work independently on projects a must;
• Understanding of AmeriCorps program and civic engagement in higher education;
• Excellent verbal and written communication skills;
• Ease of use in standard computer software, email, and Internet; web publishing a plus;
• Ability to meet deadlines and handle multiple tasks effectively;
• Able to work with teams & collaborate with CU and “I Have a Dream” staff;
• Ability to interact with students, administrators, faculty, and program staff;
• Experience in working with community partners, relationship-building, and networking;
• Experience in community-building, volunteer management, or team leading preferred;
• Possession of a valid driver’s license and access to a car;
• Spanish language skills preferred, but not required.

We will conduct the review and interview process beginning in February and until all positions are filled. AmeriCorps applications, resumes and references will be considered as they are received. If you are interested in applying, please submit an online application – instructions are available at www.ndmva.org. You may also contact:

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* The actual start date is dependent on annual approval of federal funding, and on the grant funding cycle, which is determined by the Corporation for National and Community Service.