

College Access Corps

A Washington/Oregon Campus Compact AmeriCorps Program



College Access Corps Service Description

TITLE: College Access Corps Coordinator

HOURS OF SERVICE: 10:00 a.m. to 6:00 p.m., M – F with some evening and weekend hours
(At least 1,700 hours over the 10.5 month term of service)

JOB DESCRIPTION: The College Access Corps Coordinator will serve at NAYA Family Center. The primary function will be to recruit and train college students from your campus to act as college access coaches to economically disadvantaged K-12 youth attending local community schools. The College Access Corps member will also recruit volunteers for National Days of Service.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Create and cultivate school/community partnerships
- 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
- Attend all ORCC AmeriCorps required trainings and events
- Complete and submit all ORCC AmeriCorps required progress reports, timesheets, and other paperwork

REQUIRED QUALIFICATIONS:

- ◆ AA or BA/BS degree preferred
- ◆ At least 17 years of age
- ◆ A U.S. citizen, U.S. national, or lawful permanent resident
- ◆ 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
- ◆ Ability to creatively problem solve
- ◆ Enthusiasm for helping others succeed
- ◆ Ability to pass a criminal background check

BENEFITS:

- Living stipend of \$12,100 (distributed over 10.5 months)
- Loan Forbearance and Interest Accrual Reimbursement on qualifying loans
- Medical insurance
- Education Award of \$5,645 upon successful completion of the program
- Childcare assistance for qualifying members

For More Information Contact: Nykke Straws at (503) 288-8177 ext. 256, nicholes@nayapdx.org or to apply please send your resume with a cover letter to collegeaccesscorps@oregoncampuscompact.org

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AmeriCorps Assignment Description (VAD) Template

Title: College Access Corps Coordinator
Sponsoring Organization: Oregon Campus Compact
Project Name: Post-secondary Education (PSE) Mentoring program
Project Number: ORCC will insert our FY14 grant number
Project Period: 09/2/2014 – 06/15/2015
Site Name (if applicable): NAYA Family Center
Focus Area(s) Primary: 8-12 th grade Secondary: 24 and under
Note: <i>If your VAD is not accepted, the State Office will note the reason(s) why here.</i>

Assignment Objectives and Member Activities

Goal of the Project:

Increasing the number of students of color preparing and having access to college.

Objective of the Assignment (09/02/2014 – 06/15/2015)

The Americorps member will recruit and train college students from their campuses to act as college access coaches during school hours and after school programming. Our coaches will serve as adult role models that focus on intentional academic success by promoting opportunities for post-secondary education and career goals.

Objectives:

- Each academic year, the youth will have a clear academic plan outlining his/her path towards successful enrollment in PSE.**
- Youth will improve their attitude toward or connection to school demonstrated by improved attendance rates.**
- Youth will self-report on the positive strength of their Mentor/Mentee relationship.**
- Youth will demonstrate positive development and/or progress in the Transition to Adulthood scale (NAT Follow-Up).**

Member Activities: List of activities Americorps member will support in coordinating.

Event	College Application Week
Event	PCC Admissions Workshop with ECA Students
Event	OHSU High School Program Presentation
Event	OSU Presentation
Event	WOU Presentation with ECA Students

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FAFSA	FAFSA Filing Month
FAFSA	FAFSA Workshop with ECA Seniors
Scholarship	Gates Millenium Scholarship Deadline
Event	Tell Your Story Scholarship Writing Workshop
Scholarship	PCC Foundation Scholarship Application Open
Event	PCC Scholarship Workshop for ECA Students (Advisory)
Event	PCC Foundation Scholarship Workshop
Scholarship	PSU Diversity Scholarship Deadline
Event	PSU Legacy of MLK w/ Dr. Bernic King
Scholarship	Early Bird OSAC Scholarship Deadline
Event	Engineering Week Conference
Event	Engineering Week (All Day Conference)
Scholarship	WOU Diversity Scholarship Deadline
Event	American Indian Youth Leadership Conference
Scholarship	LaGrant Foundation Scholarship Deadline
Event	PSU Educate Youth Conference
Scholarship	OSAC Scholarship Deadline
Scholarship	Ford Family Scholarship Deadline
Event	NW Career Expo
Event	University of Oregon Family Night
Event	Year-End Assembly with PSU
Event	OSU Pow Wow
Admissions	Sweet Brier College
Event	National College Fair
Event	Bridging the Arts
Event	Parent Involvement Night
Event	Aspire Assembly
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