

2018-2019 AMERICORPS PROMISE FELLOW

POSITION DESCRIPTION

Title: *AmeriCorps Promise Fellow*
Placement Site: *CLUES (Comunidades Latinas Unidas En Servicio)*
Contact: *Tanya Zwald, YA! Program Manager*
tzwald@clues.org, 651-379-4235

Site Highlight

Inspire and support Latino high school students to become first-generation college students! Build relationships with students and mentors to not only help students get on track, but grow as leaders in their communities. Engage students' passions through service projects and let's make this world a better place together.

CLUES Overview

Comunidades Latinas Unidas En Servicio (CLUES) was founded in 1981 by Latinos for Latinos who share a vision for improving the quality of life of the Latino population in Minnesota, as well as a commitment to community building. Our programs are designed to empower Latinos and immigrants by meeting them where they are, harnessing their strengths, and honing their skills. Our mission is to advance the capacity of Latino families to be healthy, prosperous, and engaged in their communities. CLUES' vision is to create a thriving, multicultural community enriched with confident, strong Latino families that contribute their voice, skills, entrepreneurial spirit and cultural richness.

CLUES' Youth in Action - YA! Program ("Jóvenes en Acción" in Spanish) empowers low income, Latino youth to grow to become strong leaders and successful, productive adults. The YA! Program provides holistic, culturally appropriate, sustained mentoring, leadership development, and college access services. Program activities include mandatory monthly Saturday Leadership Institutes that emphasize leadership development, civic engagement, and mentorship support designed to further success in high school and preparation for college and career.

CLUES Promise Fellow Responsibilities

The Promise Fellow will join YA! staff and the volunteer mentor as an additional caring adult in the student's life, focused on academic success and building an improvement plan. They will have access to academic data and school contacts to share with staff and mentors to provide a well-rounded team of support. The Promise Fellow will take on the role of planning service projects and developing additional community partnerships that align with students' passions and interests. The Promise Fellow will support with additional offerings of the YA! Program to involve students in existing groups and activities. They will work to develop a tutoring program that YA! students can access in order to get on track with homework, improve their grades, and prepare for tests.

The Promise Fellow will also serve as a resource for our upperclassmen as they work to meet their academic goals. This person will not only build relationships with and support students individually, but also identify ways to build stronger bridges between our program and the schools at large. Other duties include data collection and analysis, partnership development, coaching and tutoring, communicating with parents, organizing service projects and field trips, and doing outreach. The Promise Fellow will be a strong part of the YA! team, participating in organizational meetings, reporting to site coordinators about student progress and concerns, and planning programming.

General AmeriCorps Promise Fellow Position Responsibilities

- Build and foster strong relationships with their selected students.
- Coordinate and deliver in and out of school time academic enrichment activities with the goal that at least 30 youth in grades 6-10 will experience academic gains.
- Meet regularly with Youth Success Team to review data and identify youth to serve; track student progress; and determine which interventions to connect to individual students or groups of students.
- Develop and organize projects that engage youth participants in service and leadership activities.
- Recruit and/or support community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, and college/career exploration.

- Provide attendance and behavior coaching for students targeted for needing assistance as determined through the multi-tiered system of support approach; promote positive behavior expectations.
- Maintain data entry for program records, complete ongoing youth assessments and submit weekly and monthly reports using an online database system with support from site supervisor and site coordinator
- Participate in all required Alliance, AmeriCorps, and Host Site meetings and assignments.

General AmeriCorps Eligibility Requirements

- *Must be at least 18 years old*
- *Have a high school diploma or GED*
- *Be a U.S. Citizen or U.S. National or have status as a Lawful Permanent Resident Alien*
- *Please note that final candidates will be required to successfully pass background checks before being officially enrolled by Minnesota Alliance With Youth.*

General AmeriCorps Promise Fellow Qualifications

- Interest and experience in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Ability to deal effectively with a variety of tasks, priorities, and people in order to meet goals
- Ability to work effectively with people of a variety of backgrounds and cultures
- Self-motivated, able to work in a team, take initiative and work independently
- Ability to present oneself in a highly professional manner and be an ambassador of the program

Site Specific Qualifications

- Associate's or Bachelor's degree
- Familiarity and/or experience working with the Latino community
- Spanish proficiency

Weekly Schedule

- Hours are flexible, but a later shift is recommended (ex. 10am-6pm) to allow for student contact after school hours. The Promise Fellow should plan to work one evening per week on average and one or two Saturdays per month.
- Promise Fellows must serve in a full time capacity for a minimum of 40 hours per week during their term.
- Promise Fellows may NOT be in school full time or have another full time position and serve with the Alliance.

Benefits

*As a **full-term** AmeriCorps member, Promise Fellows serve in a full-time (40 hours per week minimum) capacity for a total of 1720 hours (minimum) from September 1st to July 31st (staggered start dates available beyond Sept 1st) and receive: Modest Living Allowance (approximately \$624 twice per month, pre-tax); Health and Dental Insurance; Qualified Federal Student Loan Forbearance; Qualified Childcare Assistance; \$5,920 Education Award upon successful completion of service; Ongoing, extensive support and training. Additional benefits information is available at <https://mnyouth.net/>.*

TO APPLY: Please visit <https://mnyouth.net/ Americorps> or contact the site contact listed above

For general questions about serving as an AmeriCorps member through Minnesota Alliance With Youth, please contact our Recruitment Team at recruitment@mnyouth.net or 651-587-0531.

Please note:

- *We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.*
- *This position may not displace another employee or position in any way.*
- *Reasonable accommodations provided upon request for interviews and service activities.*
- *This document is available in alternative formats.*