

Minnesota AmeriCorps Promise Fellow Position Description

Title : AmeriCorps Promise Fellow
Placement Site: Northfield Public Schools – Northfield High School
1400 Division Street South
Northfield, MN 55057
Contact: Marnie Thompson
Assistant Principal, Northfield High School
507-645-3450
marnie.thompson@nfld.k12.mn.us

Position Overview

Position Responsibilities

The Fellow will work to close the achievement gap for low-income and minority youth struggling for academic success at Northfield High School. The Fellow will connect students with local mentoring programs; coordinate volunteer tutors to assist with areas of academic struggle; and maintain and expand academic help centers for the students. In addition, the Fellow will support ongoing civic engagement opportunities for the selected youth, as well as other youth in the schools. This position is an AmeriCorps position hosted by the Minnesota Alliance With Youth and the Northfield Public Schools.

Essential Functions

- Track and provide support to a cohort of at least 25 high school youth at-risk of experiencing academic failure
- Coordinate after school tutoring at the Northfield High School Homework Help Center
- Assist in the establishment and maintenance of an academic help center at Northfield High School during and after school; staffed by tutors which youth utilize during study hall and after school
- Coordinate an Evening Homework Help program to serve local youth; recruit and supervise tutors
- Aid in identifying and securing speakers for monthly career and college workshops
- Recruit and support high school students to be peer mentors and tutors for younger youth
- Help with planning and implementation of after school and summer enrichment programming for low-income and at-risk youth, including the summer PLUS program
- Help lead and support postsecondary preparation efforts for TORCH students, including leading ACT preparation classes and assisting students with applications and scholarship requests
- Identify meaningful civic engagement opportunities for the cohort of students, including community service, service-learning, and leadership experiences; support their participation in at least 20 hours of civic engagement activities each; track participation
- Recruit and/or support community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, college/career exploration, and recreation/enrichment activities
- Attend all required Promise Fellow trainings, including initial three-day orientation and monthly statewide trainings in southern Minnesota
- Other duties as assigned

Marginal Functions

- Help recruit mentors to work with Northfield high school youth and career exploration mentors for identified high school students
- Provide ongoing support to the PRIMEtime Fellows (high school students assisting with elementary and middle school after school programming)
- Assist with identifying and securing summer enrichment opportunities for all participating students
- Assist with recruitment of college students to tutor local middle school youth; supervise tutors
- Assist with planning and implementation of school connectedness and family events

Requirements

- 18 years or older
- A U.S. citizen or U.S. national or a lawful permanent resident alien of the United States
- Able to serve in a full time position (e.g., not a full time student or working elsewhere full time)
- Interested in serving youth and the community
- Please note that final candidates will be required to successfully pass a background check before being officially enrolled by the Minnesota Alliance With Youth

Qualifications

- Interest in youth, service, education, and non-profit work
- Strong oral and written communication skills
- Strong organizational skills
- Self-motivated, capable of effectively working independently without daily supervision
- Commitment to positive youth development
- Able to present oneself in a highly professional manner and be an ambassador for the program
- Able to deal effectively with ambiguity of tasks and take the initiative

Desirable Characteristics

- Associate or Bachelor's degree in community or youth development, education, or related field
- Experience working collaboratively with youth
- Knowledge of the Northfield community
- Able to deal effectively with multiple tasks and competing deadlines
- Has initiative to see and follow through with "next steps" that will need to be taken
- Volunteer experience and desire to develop a strong ethic of service
- Bilingual in English and Spanish

Typical Work Environment

- Able to work at a computer for up to 8 hours per day
- Able to work in an environment that is noisy with many young people and adults demanding attention
- Ability to work independently and on teams within the school and wider community
- Work settings include office/cubicle (that may include a shared space) and out-of-school time programs

Benefits

As a full-time AmeriCorps member, Promise Fellows serve a minimum of 1700 hours from August 15, 2009, to August 14, 2010, and receive: Modest Living Allowance (appx. \$950/month,

pre-tax); basic Health Insurance; Qualified Student Loan Deferment; \$4725 Education Award upon successful completion of service; Ongoing, extensive support and training.

To apply, please email/mail/fax cover letter, résumé, and three references along with the Alliance's application to:

Marnie Thompson
Northfield High School
1400 Division St. South
Northfield, MN 55057
Fax: 507-645-3455
marnie.thompson@nfld.k12.mn.us

The Alliance's application can be accessed at www.mnyouth.net

* Materials review begins June 5, 2009, and continues until the position is filled. *

Please note:

- We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.
- Reasonable accommodations provided upon request.
- This document is available in alternative formats.