

## **Minnesota AmeriCorps Promise Fellow Position Description**

**Title :** AmeriCorps Promise Fellow  
**Placement Site:** Northfield Public Schools – Northfield Middle School  
2200 Division Street South  
Northfield, MN 55057  
**Contact:** Jennifer Winterfeldt  
Youth Development Coordinator, Northfield Public Schools  
507-664-3654  
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### **Position Overview**

#### **Position Responsibilities**

The Fellow will work to close the achievement gap for low-income and minority youth struggling for academic success in the Northfield Public School District. 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 MN Alliance With Youth and the Northfield Public Schools.

#### ***Essential Functions***

- Track and provide support to a cohort of at least 25 middle school youth at-risk of experiencing academic failure
- Coordinate after-school tutoring at the Northfield Middle School Youth Center
- Help with planning and implementation of after-school and summer enrichment programming for low-income and at-risk youth at the Middle School Youth Center, including the summer programming (PLUS)
- Assist in the establishment and maintenance of an academic help center at the Northfield Middle School during and after school; staffed by tutors; youth utilize during study hall and after school
- Coordinate Homework Zone (an evening homework help program) to serve local youth; recruit and supervise tutors
- 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 middle school youth who are struggling academically

- 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 1700 hours from August 15, 2010 to August 14, 2011 and receive: Modest Living Allowance (appx. \$950/month, pre-tax); 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, resume, and three references along with the Alliance's application to:**

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Northfield Public Schools Community Services Division  
1651 Jefferson Parkway  
Northfield, MN 55057  
Fax: 507-664-3651  
[jennifer.winterfeldt@nfld.k12.mn.us](mailto:jennifer.winterfeldt@nfld.k12.mn.us)

**Please apply by June 11, 2010.**

**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