



“I Have A Dream”- Boulder Service Description

Notre Dame AmeriCorps Member – Events and Community Outreach Volunteer Coordinator

Host Site: “I Have A Dream”® Foundation of Boulder County (“I Have A Dream”)

The “I Have A Dream”/AmeriCorps partnership 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). “I Have A Dream” is an economic empowerment program, whose aim is to prevent high-school dropout and engage low-income students in post-secondary success through a long-term, whole-child approach to access education. “I Have A Dream” is seeking applicants for 40 full-time AmeriCorps positions for a September through July service term.

AmeriCorps Members will help further our ability to deliver services to the youth in our program (“Dreamer Scholars”) and their families. The “I Have A Dream” Foundation has a number of active classes across Boulder and Weld counties, serving hundreds of Dreamer Scholars in the 1st through 12th grades and Dreamer Scholars pursuing post-secondary education. More info on our specific programs is available at www.ihadboulder.org

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 the largest gap between high income and high poverty in Colorado. 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** – Events and Community Outreach Volunteer Coordinator

Reports to: Director of Volunteers

Stipend and Benefits: **Full-time members** – responsible for eleven months of service, a **minimum** of 1,700 hours of service during the year will receive the following:

- A **living allowance** of **\$13,992** (pre-tax) over the course of the year
- A National Service Trust **Education Award** of **\$5,920** (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

Qualifications:

- Excellent written and oral communication skills
- Ability to work well with and coordinate the efforts of diverse donors, volunteers and staff
- Experience in event coordination activities, and working with volunteers
- Ability to meet tight deadlines
- Experience in Microsoft Word and Excel
- Able to work occasional evenings and weekends
- College degree

Responsibilities:

- Plan, publicize, and implement special projects, coordinating volunteers, coordinating event logistics, collecting event RSVPs, organizing event check-in and/or distribution of donated items, and completing project closure. Projects may include:

- the *Adopt-a-Family* holiday gift program serving 600 low-income “I Have A Dream” Foundation families. Program solicits gifts from community at-large, and directs those gifts to specific families in need;
- events and activities for youth participation, such as a tennis program and tournament and a 5k race; and
- coordinate volunteers for educational events, annual luncheon and breakfast, golf tournament, Dream Kitchens tour, etc.)
- Support program class celebrations, e.g. class dedication ceremonies and graduations
- Recruit, train, and coordinate the efforts of volunteers.
- Coordinate volunteer appreciation events. Assist with recognition and thank-you notes.
- Provide oversight of volunteer administrative efforts, including scheduling and task assignments related to central office and specials projects, and volunteer recognition events. Track and meet deadlines.
- Provide leadership and direction to ensure that our AmeriCorps and staff members are fully prepared to support and assist with community relations efforts.
- Participate in public events, volunteer fairs, or community presentations to reach local community members to increase awareness of the needs of low-income children and to solicit volunteers.
- Assist in writing press releases and newsletter articles, grants, and assist website updates.
- Identify and/or develop collaborative partnerships through which to provide necessary services to support low-income youth and families.
- Complete reports for AmeriCorps (service hours & monthly reports).
- Maintain volunteer records and files in database.
- Other duties as assigned.

PRIMARILY SERVE/COLLABORATE WITH:

- Other AmeriCorps Members and “I Have A Dream” staff members
- “I Have A Dream” Volunteers
- Boulder Valley School District
- St. Vrain Valley School District
- University of Colorado
- Front Range Community College
- Boulder County United Way
- Boulder County Social Services
- Other community organizations

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:

- Bi-Weekly Notre Dame AmeriCorps Boulder meetings
- Bi-Monthly “I Have a Dream” Staff Meetings
- Weekly Supervisor/Site Team Meetings
- Partnering Agency meetings as scheduled

REQUIREMENTS: To be eligible to serve as an AmeriCorps Member, one must be at least 17 years of age; be a U.S. citizen, national, or lawful permanent resident alien; and have a high school diploma or GED. NDMVA prefers that members be at least 21 years of age.

Selection Criteria: We are seeking self-motivated, compassionate applicants who enjoy working with young people and diverse individuals, including volunteers, Dreamers, their families, “I Have A Dream” staff and sponsors, teachers and school administrators, and members of the community. A bachelor’s degree and/or equivalent experience in

education or human services, and bilingual in Spanish is **preferred**. A clear driving record and a vehicle are required. "I Have A Dream" is an Equal Opportunity Employer.

We will conduct the review and interview process 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.