



## **“I Have A Dream”-Boulder Service Description Notre Dame AmeriCorps Member – Tutor 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](http://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 – Tutor Coordinator

**Reports to:** Volunteer Manager

**Responsibilities:**

- Recruit, screen, train, and manage volunteers, to achieve a total (new and on-going) of 600+ tutors each semester.
- Participate in at least 10-12 public events, volunteer fairs, or community presentations reaching local community members to increase awareness of the needs of low-income children and to solicit volunteers.
- Plan and implement volunteer appreciation activities throughout the year and supporting coordinated organization-wide efforts during National Volunteer Week
- Organize and facilitate volunteer training sessions, ongoing support groups and volunteer growth opportunities (e.g. newsletters, e-mail correspondence).
- Collect and process all time-sheets for paid tutors, paid personnel, and work study students
- Assist in planning and implementing one meeting at each site, each semester, for all site volunteers (especially tutors) and staff to check-in, collaborate, and identify course adjustments or other items for continuous improvement of programming.
- Organize and conduct monthly meetings with tutor managers to support ACs & staff in volunteer management at their individual sites
- Provide leadership to ensure that other AmeriCorps members and staff are fully prepared to support and supplement the efforts of program volunteers and tutors (to include in-service training sessions).
- Identify and develop collaborative partnerships through which to provide workplace internships, interactive learning sessions, educational field trips, and exposure to college opportunities.
- Complete reports for AmeriCorps (service hours & monthly reports).
- Maintain volunteer records and files – hardcopy and in database.
- Use social media and other online methods to recruit and retain volunteers.

**Stipend and Benefits:** Full-time members – responsible for 11 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 service term;

- A National Service Trust **Education Award of \$5,920** (pre-tax), after the successful completion of the term of service, 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; and
- **Child care**, if eligible.

**Tutor Coordinator will Primarily collaborate with:**

- Other AmeriCorps members and “I Have A Dream” staff
- “I Have A Dream” Volunteers
- Boulder Valley School District
- St. Vrain Valley School District
- University of Colorado
- Front Range Community College
- Naropa University
- University of Northern Colorado
- Boulder County Social Services
- Boulder Housing Partners
- United Way
- 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 are organized, have great problem solving skills, leadership experience, and who enjoy working with young people and diverse individuals, including 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](http://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.*