

"I Have A Dream" Intercambio Service Description Notre Dame AmeriCorps Member - "I Have A Dream" Partner Site

Host Site: Intercambio Uniting Communities (Intercambio)

The Intercambio/"I Have A Dream"/AmeriCorps partnership is the result of a collaboration between "I Have A Dream," Notre Dame Mission Volunteers (NDMV), the Corporation for National and Community Service (CNCS) and Intercambio. Intercambio Uniting Communities envisions communities where people communicate, connect and succeed. Our mission is improving immigrant lives through English education, and uniting communities across cultures. We provide opportunities for cross-cultural connection through volunteer-led English classes for adult immigrants. Intercambio is seeking applicants for a full-time AmeriCorps position starting in September and serving through July, an 11 month term.

AmeriCorps Members will help further our ability to deliver services to immigrant families participating in our East Boulder County program, as well as the parents of the youth in the "I Have A Dream" Foundation of Boulder County program. More info on our specific programs is available at www.intercambio.org.

Service Position Title: Intercambio AmeriCorps Member

Service Location: Boulder County 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 County's affluent community is experiencing the largest gap between high income and high poverty in Colorado. These hidden, low-income communities often disproportionately consist of immigrant families with inadequate English language acquisition being a main factor in a family's economic standing. Serving in Boulder County with Intercambio means providing our volunteer teachers with adequate support so that they may, in turn, support adult learners we serve with the necessary support and trusting relationships they need to enroll and remain in our English classes.

Immediate Supervisor: Teacher Services Manager

Service Position Summary:

The Teacher Services Member serves in the Teacher Services Department, which is responsible for setting, managing and implementing the overall strategy for ongoing volunteer teacher training and support across Intercambio. This department ensures that all Teacher Services activities support volunteer teacher effectiveness and success and identifies solutions to challenges that affect all volunteer teachers who use the Intercambio program and materials.

Service Position Summary:

- Conducting all volunteer teacher check-ins, meeting in person, on the phone, or communicating via email as relevant
- Engaging in simple problem-solving as a result of the volunteer teacher check-ins
- Working with the Teacher Services Team to identify and address class issues
- Ensuring that home class volunteer teachers have necessary materials
- Handling all on-site training logistics
- Maintaining accurate and up-to-date database in job area – ongoing and quarterly clean-up reports
- Attending staff and team meetings
- Representing Intercambio at community events as requested/needed
- Proactively initiating efforts to improve procedures within area of responsibility
- Coordinating and participating in events as needed – particularly in those targeting volunteer teachers, Comedy for Cambio and the first and last night of classes across the Boulder County program

Commitment 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 **\$14,279** (pre-tax) over the course of the service term;
- A National Service Trust **Education Award** of **\$6,195** (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**.
- **Health insurance** as part of the AmeriCorps health plan; and
- **Child care**, if eligible.

AmeriCorps member will primarily serve/collaborate with:

- Intercambio staff
- Intercambio volunteer teachers
- “I Have A Dream” Site Directors and families in general
- Boulder Valley School District
- Other local nonprofits and community organizers

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

Support: Each member will receive support from Intercambio staff. This includes:

- Monthly 1:1 check-ins with direct supervisor
- Bi-annual 1:1 check-ins with AmeriCorps Site Director
- Bi-monthly AmeriCorps Professional Training days
- Inclusion in all-staff meetings, including encouraged access to organizational leaders and executives

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 diverse individuals, Intercambio staff and sponsors, and members of the community. Competitive candidates will have excellent people skills, a motivating personality, strength in communicating and strong computer skills for all Word applications. A bachelor’s degree and/or equivalent experience in education or human services is preferred.

This position **requires** regular evening work at least once a week, and periodic weekend commitments.

A working knowledge of written and oral Spanish is **preferred** but not required. A clear driving record and a vehicle are **required**.

Intercambio is an Equal Opportunity Employer. We will conduct the review and interview process until the position is 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:

Elyana Funk Notre Dame AmeriCorps Site Director

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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.*