



## **“I Have A Dream”- Boulder Service Description Notre Dame AmeriCorps Member – IHDF College & Career (Postsecondary)**

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

The “I Have A Dream”/AmeriCorps partnership is the result of a collaboration between “I Have A Dream” Foundation (IHDF), Notre Dame Mission Volunteers AmeriCorps (NDMVA), and the National AmeriCorps Program. IHDF aims to empower children from under-resourced communities to succeed in school, college, and career by providing academic, social, and emotional support from elementary school through college, along with post-secondary tuition assistance. IHDF is seeking applicants for full-time AmeriCorps positions with a September through July service term; The majority of these positions will be at our IHDF program sites, with a few positions in our College Department, Parent Partnerships and at our partnering agencies in the community.

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 grade through post-secondary education. More info on our specific programs is available at <https://bouldercounty.ihdf.org/>

**Service Position Title:** College & Career (Postsecondary) AmeriCorps Member

**Immediate Supervisor:** College & Career Director

### **Service Position Summary:**

- Support the case management of 150+ postsecondary students from “I Have A Dream” cohorts, Adelante!, and Boulder Housing Partners Section 8 and affordable housing communities regarding the following:
  - Time management and study skills
  - Financial literacy (budgeting)
  - Internship and job opportunities
  - Service learning opportunities
  - Housing stability and options
  - Connection to academic tutoring and learning partners
  - Mental and physical health referrals
  - Regular check ins and advocacy
- Promote “I Have A Dream” scholarships to eligible students. Support with understanding of eligibility criteria, application process, review applications, and advocate for students.
- In collaboration with the College & Career Director and partner organizations, support planning and facilitation of College and Career programs and events. (Financial Aid, Application sessions and Career programming)
- Connect with college offices to strengthen partnerships. Support sites with college opportunities and possible tours.
- Support staff in keeping our communication, media and website active with current information.

**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

**Commitment and Benefits:** Full-time members – responsible for 11 months of service and a **minimum of 1,700 hours** of service during the year will receive the following:

- A **living allowance** of **\$18,000** (pre-tax) over the course of the service term;
- A National Service Trust **Education Award** of **\$7,395** (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.

**College & Career AmeriCorps member will primarily work/collaborate with:**

- College and Career Department staff
- Other AmeriCorps members and “I Have A Dream” staff
- High school and college students
- Boulder Valley School District
- St. Vrain Valley School District
- Boulder business community and organizations
- Local colleges and universities
- Other state and local community organizations

**Training opportunities provided:**

- Initial 2-week AmeriCorps Training / Orientation to “I Have A Dream” and NDMVA
- Leadership & Communication
- Diversity, Equity & Inclusion
- Motivational Interviewing
- Suicide prevention, Abuse Reporting
- Health & Wellness
- Literacy, Math, Tutoring, and Academic Programming Techniques
- Healing Centered Approach/Trauma-Informed Care
- Lesson planning & Classroom Management
- Bi-Monthly on-site AmeriCorps meetings/workshops
- Others as scheduled

**Support:** Each member will receive support from several “I Have A Dream” staff members and 2nd year AmeriCorps members serving in the organization. This includes:

- Monthly 1:1 check-ins with College & Career Director (direct supervisor)
- Bi-annual 1:1 check-ins with AmeriCorps Site Director
- Bi-monthly AmeriCorp Professional Training days
- 1:1 mentor match with 2nd -year AmeriCorps Service Member
- 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 young people and diverse individuals, including Dreamers, their families, IHDF 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 and English is **preferred**. A clear driving record and a vehicle are required. IHDF 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:

*Elyana Funk, Notre Dame AmeriCorps Site Director*

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<https://bouldercounty.ihdf.org/>, [www.ndmva.org](http://www.ndmva.org), [www.americorps.gov](http://www.americorps.gov)

*\* 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.*