



“I Have A Dream”- Boulder Service Description Notre Dame AmeriCorps Member – “I Have A Dream” Community Center

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 an August through June 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: Community Center AmeriCorps Member

Immediate Supervisor: Community Center Manager

Service Position Summary:

- Assist the Community Center Manager in planning, organizing, and delivering a year-round program of appropriate activities to support students' academic, socio-emotional needs, and parent partnerships
- Mentor students on a regular basis. Focus on developing relationships with students and act as a positive role model and provide personal guidance.
- Plan and lead group sessions and classes, as part of in school and/or after-school programs, focusing on students' needs in academics, socio-emotional support and other enrichment activities.
- Tutor students during academic programming, one-on-one or in small groups.
- Support volunteer tutors, mentors, and other program volunteers.
- Maintain contact with Community Center Manager, PD's and community partners.
- Plan meaningful and fun incentive field trips.
- Help the Community Center Manager promote parental involvement in “I Have A Dream” and Community Center activities. Organize parent activities, workshops, and discussion groups as needed.
- Develop college and career awareness and job training activities for students; helping to create meaningful job and internship opportunities.
- Maintain records related to Program activities such as “I Have A Dream” participation, results of one-on-one intervention, and family involvement.
- Navigate resources and get appropriate information for students, parents, and guardians.
- Connect and outreach with community partners to build relationships and awareness of the IHDF Community Center.
- Perform clerical functions in the IHDF Community Center in support of the program. (think it should be its own)
- Collaborate with other IHDF sites to support STEAM related opportunities for ALL IHDF students.

- Support staff in keeping our communication, media and website active with current information.

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 **\$18,700** (pre-tax) over the course of the service term;
- A National Service Trust **Education Award** of **\$6,895** (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 work/collaborate with:

- Other AmeriCorps members and “I Have A Dream” staff
- Elementary through high school students
- Students’ families & caretakers
- Boulder Valley School District
- St. Vrain Valley School District
- Boulder business community and organizations
- Other local nonprofits and community partners

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)
- 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 Site Program Directors (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. “I Have A Dream” Foundation Boulder as the host site requires vaccination or approved exemption.

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. You may also contact:

Elyana Funk, Notre Dame AmeriCorps Site Director

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<https://bouldercounty.ihdf.org/>, www.ndmva.org, 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.*