



“I Have A Dream”- Boulder Prep Service Description Notre Dame AmeriCorps Member – IHDF Partner Site

Host Site: Boulder Preparatory High School

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.

Service Site: Boulder Preparatory High School is a Free-No-Fee College Preparatory Community that encourages the pursuit of knowledge and education as an intervention for youth, particularly those who may be "off-track." We strive to graduate young people ready and eager to meet the challenges of college and adulthood with an appreciation of their responsibilities to themselves and to the global community. Upon leaving us, they will be as college (or workforce) ready as possible, with a variety of hands-on opportunities provided along their educational journey.

Service Position Title: Boulder Prep AmeriCorps Member

Immediate Supervisor: Boulder Prep’s Graduation Coach & Teacher

Service Position Summary:

- Provide holistic academic and social/emotional support for students in a variety of class settings including on-campus, off-campus, and online.
- Assist the Site Supervisor by supporting seniors with their Graduation Portfolio. Such responsibilities include: college/career planning, college and scholarship applications, and ACT preparation.
- Lead 2-3 school-wide morning assembly presentations per academic term.
- Lead Life Skills workshops in order to cultivate students’ practical knowledge and soft skill development.
- Tutor students during academic class sessions, one-on-one or in small groups.
- Collaborate with staff on student behavioral interventions and restorative plans.
- Mentor students on a regular basis. Focus on developing relationships with students, managing an assigned caseload (approximately 15-25 students). Act as a positive role model and provide personal guidance.
- Attend a weekly staff meeting in order to discuss students’ needs and set personal service goals.
- Plan meaningful and fun incentive field trips.
- Represent Boulder Prep as a first point of contact by managing the front desk, answering phone calls, scheduling interviews, and performing other administrative duties as assigned.
- Maintain a partnership with IHDF Boulder cohorts by supporting middle/high school Dreamer Scholars and presenting about opportunities at Boulder Prep for interested students.

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 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 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 of Boulder Preparatory High School, 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
“I Have A Dream”® Foundation of Boulder County*

5390 Manhattan Circle, Suite 200
Boulder, CO 80303
720-313-2674 (Phone)
303-444-3638 (Fax)

email:  elyana.funk@ihaveadreamboulder.org 

<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.*