



Workshop/Volunteer AmeriCorps Member

Service Position Summary

Partner with Admission Possible high schools to coordinate college planning workshops for the 9th and 10th grades; help conceive and organize two program-wide community service days for Admission Possible students. Additional responsibilities include, but are not limited to, serving as lead substitute in junior and senior class sessions and helping with annual student recruitment efforts. Reports to Community Partners Team.

Essential Functions

- Communicate with service partners in person or by phone and email
- Supervise 9th and 10th grade workshops
- Serve as a substitute in junior and senior class sessions
- Create and communicate event memo to Admission Possible staff and AmeriCorps members
- Lead after school training sessions in high school classrooms and computer labs
- Communicate with students and school staff in person, and via phone and/or email
- Coordinate schedule of training and organize training material
- Get to multiple locations throughout the week/day via reliable transportation
- Participate in weekly meetings and group lesson planning sessions/trainings

Marginal Functions

- Copy/Fax machine use
- Transport of training materials
- Solicitation of in-kind donations via phone and email
- Assist in student recruitment (generating visibility, leading information sessions, collecting applications, conducting interviews, and tracking data)
- Assist with AmeriCorps recruitment (generating visibility on college campuses, tabling, speaking to college classes)
- Serve as a substitute in junior and senior class sessions
- Chaperone campus visits, college fairs, and other events for students
- Assist with other organizational tasks as requested; i.e. working with the media, leading trainings for other AmeriCorps members, etc.

Requirements

College degree required. Strong interest in education, youth work, social services, or related fields. Comfort working with individuals from a variety of backgrounds. Demonstrated commitment to public service and social justice. Excellent leadership and communication skills; and outstanding organization and time management abilities. Able to multi-task and handle potentially stressful situations with maturity. Capable of working independently and with others. Energy and creativity in working with young people. Access to reliable transportation required.

AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations provided upon request to qualified individuals. If you feel you need an accommodation, please notify Admission Possible.