



## Montana Campus Compact AmeriCorps Program Position Description Campus/Community-Based Leaders



### Summary:

Campus/Community-based AmeriCorps leaders with Montana Campus Compact will support and lead a team of college student AmeriCorps members. This team will serve at least 30 6-12 grade youth to help them consider, plan for, and prepare for postsecondary education. An MTCC AmeriCorps leader will commit to complete a minimum of 1,700 hours (approximately 35-40 hours per week) over twelve months. Successful candidates will be passionate about creating equitable opportunities and addressing barriers for all youth to attend college.

### Responsibilities and Activities:

1. Recruit, support and retain a team of college student AmeriCorps members and provide direct service to 6-12 and/or college students, including interacting with families in partner school(s)/community organization serving 6-12 youth and providing relevant information about postsecondary education opportunities and the college admission, financial aid processes, etc.
  - Encourage students to consider a broad range of postsecondary choices
  - Educate students on college admissions and financial aid application processes and when appropriate, help students and families complete these processes
  - Develop comprehensive timelines with students, including application deadlines for admissions and financial aid
  - Provide information regarding high school course selection, life skills, test taking skills, and basic financial planning to help ensure students are college-ready
2. Organize at least three pre-college programming activities that encourage 6-12 students and their families to consider, plan for, and apply to college
  - Visit classrooms, assemblies, and club meetings to offer services and emphasize the necessity of postsecondary education
  - Host regular workshops and events for students to discuss topics relevant to college preparation (e.g. College Application Week, Scholarship applications, College Goal Sunday, financial aid information sessions, etc.)
3. Recruit, train, and support at least 10 college students as College Positive Volunteers (CPVs) to assist with college positive activities as well as a college visit organized by the member for the 30 youth to be served
  - Conduct outreach to recruit college students as CPVs
  - Facilitate CPV training sessions to prepare college students to serve youth in a college positive mindset
  - Communicate with CPVs to obtain data necessary for program evaluation
  - Support CPVs with additional training, as needed
4. Plan a minimum of one campus visit to expose students to various postsecondary education options; campus visit should include assistance of a minimum of 10 CPVs
5. Plan and implement at least two community service project involving 6-12 school students in service, with emphasis on projects during national days of service (e.g. Global Youth Service Day, MLK Day of Service, National AmeriCorps Week)
6. Establish productive working relationships across the host/partner campus (e.g. admissions, financial aid, academic departments) and with school principals, counselors, teachers, and other community-based college access professionals

- As opportunities present themselves, partner with local community groups—particularly local college access networks (LCANs)—to provide college access services and resources to students
- Assess particular assets and needs of partner school(s)/organization and adapt programs and activities to fill gaps, reinforce existing activities, and avoid duplication

7. Provide college access resources and information to mentoring-based MTCC AmeriCorps members

**Please describe in a paragraph a summary of responsibilities and tasks:**

**Supervisors:**

Host Site Supervisor

Montana Campus Compact AmeriCorps Manager

**Required Qualifications:**

- Some college experience, associate or bachelor preferred
- Prior experience serving youth and volunteers
- Excellent oral and written communication skills
- Possession of valid driver's license
- Possession of documentation of citizenship or lawful permanent resident alien status of the United States
- Willingness to submit to a comprehensive criminal history check, including an FBI fingerprint check

**Benefits:**

- A biweekly living allowance based on \$13,992/year (pre-tax);
- AmeriCorps member health insurance;
- All One Health Member Assistance Program focused on mental health and other supports;
- Income-eligible childcare assistance;
- Ongoing professional development and networking opportunities;
- Participation in a statewide project dedicated to building the future of Montana's youth;
- Education Award of \$6,195 to pay for college, graduate school, or to pay back qualified student loans (pending completion of a minimum 1,700 hours of service over a 12 month period);
- Forbearance on qualified student loans.

**More information about the Montana Campus Compact:**

[mtcompact.org](http://mtcompact.org)

**To Apply:**

Please contact [host site supervisor], via email at [email address].

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