

AmeriCorps Assignment Description (AAD)

<p>Host Site Name: MSU Billings Upward Bound & Talent Search Program Host Site Supervisor Name: Jessica Frank Position Type: <input checked="" type="checkbox"/> AmeriCorps Leader <input type="checkbox"/> AmeriCorps Team Member</p>
<p>Sponsoring Organization: Montana State University Billings AmeriCorps Manager: Dannette Fadness fadness@mtcompact.org 406-243-5181 Project Period: September 1, 2022-August 31, 2023</p>

AmeriCorps Position Objectives and Member Activities	
<p>Primary Goal: Establish effective methods of student recruitment, outreach and participation in the Upward Bound & Talent Search Programs Secondary Goal: Provide mentorship and coaching to low-income or first-generation students Tertiary Goal: Develop professional skills in public speaking, community outreach and educational collaboration with regional K-12 establishments</p>	
<p>Objective: The AmeriCorps member will orient themselves to AmeriCorps service, the service site, and project goals.</p>	<p>Member Activity: The team leader will participate in Pre-Service Orientation (PSO) upon beginning service</p> <p>Member Activity: The team leader will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the host site and communicate any project questions to the host site Program Coordinator</p> <p>Member Activity: The team leader will review their AmeriCorps Assignment Description (AAD) and become comfortable with the goals, objectives, and activities it contains</p>
<p>Objective: Determine the role of the campus/community partner in the AmeriCorps project.</p>	<p>Member Activity: The leader will meet with the campus/community partner (Program Coordinator) to discuss intended collaborative opportunities and professional development intended for themselves and the team members</p> <p>Member Activity: The team leader will maintain regular communication with the campus/community partner and Upward Bound & Talent Search Office</p> <p>Member Activity: The team leader will be responsible for facilitating effective communication to team members and</p>

	<p>supervising clear communication between members and the Program Coordinator</p>
<p>Objective: Provide mentorship and supervision for precollege students through the Upward Bound & Talent Search Programs</p>	<p>Member Activity: Work with project professional staff when meeting with and advising students based on designated program curriculum</p> <p>Member Activity: Supervise students’ behavior and model exemplary social and emotional maturity when engaging with program participants</p> <p>Member Activity: Clearly communicate with Program Coordinator and uphold campus and regional K-12 policies pertaining to student behaviors and program expectations</p>
<p>Objective: Develop Professional Skills of communication, community outreach and recruitment</p>	<p>Member Activity: Collaborate with Program Coordinator in developing and delivering effective forms of community outreach including (but not limited to) online platforms, social media marketing and in person recruitment presentations</p> <p>Member Activity: Attend annual recruitment tabling events and community presentations targeted at increasing student involvement and enrollment in the Talent Search & Upward Bound Programs</p> <p>Member Activity: Be attentive to communications from Upward Bound Talent Search Coordinators and AmeriCorps Team members with prompt responses</p>
<p>Objective: Build teamwork skills and collaborate with campus peers and professional staff</p>	<p>Member Activity: Organize and Cohost, with Program Coordinator, required bi-monthly team meetings for team members with a focus on assessment and improvement of student services</p> <p>Member Activity: Professionally and effectively communicate via email and through appropriate record keeping any concerns or questions from team members. Maintain regular appropriate communication with Program Coordinator</p> <p>Member Activity: Willing to work in both group and individual activities with students, team members and program professional staff</p>

	<p>Member Activity: Hold supervisory role over team members and monitor effective participation while upholding and maintaining program expectations</p> <p>Member Activity: Collaborate with campus staff, departments and community resources to promote important services for all student participants in the program</p>
<p>Objective: Uphold campus Diversity Statement and Philosophy of student inclusion through planning and executing activities with students</p>	<p>Member Activity: Actively include students from diverse backgrounds in program activities</p> <p>Member Activity: Actively participate in the research, preparation and delivery program activities and events with the intended purpose of engaging and increasing student participation/enrollment in the Talent Search and Upward Bound programs</p> <p>Member Activity: Develop, promote and collaborate with Team members to deliver afternoon, afterschool activities for Upward Bound and Talent Search Students</p> <p>Member Activity: Promote and provide pre-college services, resources and information to students</p>
<p>Objective: Instill the importance of volunteering and civic duty in Upward Bound and Talent Search student participants</p>	<p>Member Activity: Establish, organize and facilitate Volunteer opportunities for Upward Bound and Talent Search Students in the region in collaboration with the Team members and Program Coordinator</p> <p>Member Activity: Represent the key point of contact between community partners/ volunteer opportunities- maintain clear, regular records of community participation and contact with the Upward Bound an Talent Search Program</p> <p>Member Activity: Participate in volunteer events, modeling student and community investment</p>

Position Qualifications

Required Qualifications:

- College experience
- Experience with public speaking and recruitment
- Experience working in an educational setting
- Prior experience working or serving with youth programs
- Excellent oral and written communication skills
- Possession of documentation of U.S. citizenship or status as a U.S. National or a lawful permanent resident alien of the United States
- Willingness to submit to a comprehensive criminal history check, including an FBI fingerprint check

Preferred Qualifications:

- Candidates with Associates or Bachelors degrees
- Experience in Upward Bound, Talent Search, or TRIO Services
- Experience in marketing and online social media promotion
- Possession of valid driver's license