



MTCC AmeriCorps Leader Position Description

Host Site Name: Montana State University Billings – Montana 10
Position Type: <input checked="" type="checkbox"/> AmeriCorps Leader <input type="checkbox"/> AmeriCorps Team Member
Sponsoring Organization: University of Montana – Montana Campus Compact AmeriCorps Manager: Dannette Fadness fadness@mtcompact.org 406-243-5181 Project Period: September 1, 2022-August 31, 2023

AmeriCorps Position Objectives and Member Activities	
<p>Primary Goal: Provide mentorship and coaching to 30 low-income or first-generation college students.</p> <p>Secondary Goal: Provide K-12 students, college students, and other community members opportunities to volunteer on Martin Luther King Jr. Day and Global Youth Service Day.</p> <p>Tertiary Goal: To coordinate with various offices at MSU Billings (career services, TRIO, Montana 10 advisors, etc.) to ensure that services are maximized and tailored to students needs and to facilitate and streamline services and to provide college and career development and peer mentoring opportunities to Montana 10 scholars. These opportunities will tie into the larger set of comprehensive student success supports offered through Montana 10.</p>	
<p>Objective 1: The AmeriCorps member will orient themselves to AmeriCorps service, the service site, and project goals.</p>	<p>Member Activity: The member will participate in Pre-Service Orientation (PSO) upon beginning service.</p> <p>Member Activity: The member 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 supervisor and/or the Montana Campus Compact AmeriCorps Manager.</p> <p>Member Activity: The member will review their AmeriCorps Assignment Description (AAD) and become comfortable with the goals, objectives, and activities it contains.</p>
<p>Objective 2: Determine the role of the campus/community partner in the AmeriCorps project.</p>	<p>Member Activity: The member will meet with the campus/community partner to discuss collaborative opportunities and potential.</p> <p>Member Activity: The member will maintain regular communication with the campus/community partner.</p>

<p>Objective 3: AmeriCorps Team Member Recruitment -</p>	<p>Member Activity: With the support of the MT10 Director at MSUB, the AmeriCorps Team Leader will be tasked with recruiting AmeriCorps college student Team Member that can best meet the needs of the Montana 10 scholars that the program will serve. The Team Leader will work with career services, the Native American Achievement Center, TRIO, and other offices to identify potential candidates that can best meet the needs of the MT10 students.</p> <p>Member Activity: The AmeriCorps Team Leader will:</p> <ul style="list-style-type: none"> • Serve with the Montana 10 team to support peer mentoring structures and program elements that support the Montana 10 student success philosophy and goals. • Recruit college students to serve as peer mentors. The Leader will design and provide training opportunities throughout the academic year, coordinate mentor matches, and provide support to peer mentors throughout the academic year. • Research and become familiar with the significance of gaining early academic momentum to college achievement outcomes and the equity imperative embedded in supporting early academic momentum for all students. • Serve with the Montana 10 team to identify specific academic mentoring needs among the Montana 10 cohort on an ongoing basis. • Serve with Montana 10 peer mentors and existing campus tutoring resources to help meet the academic support needs of Montana 10 Scholars. • Serve with the Montana 10 team and MSUB ASC tutoring staff and resources to design group academic mentoring and academic support opportunities to meet the needs of Montana 10 Scholars. • Serve with the Montana 10 team and MSUB’s Career & Employment Services Center and will become familiar with career development opportunities available at MSUB as well as best practices in supporting career development for college students. • Serve with the Montana 10 team to support matching Montana 10 Scholars with individualized career development opportunities such as internships, career exploration, job shadowing, undergraduate research, etc. • Serve with the Montana 10 team and the MSUB’s Career & Employment Services Center to design and implement group career development activities for Montana 10 Scholars throughout the academic year. • Track and report activities following the MT10 tracking processes
<p>Objective 4: College Success: Persistence and attainment:</p>	<p>Member Activity:</p> <p>Programming: Montana 10 provides a comprehensive suite of student success supports in three broad areas: financial, academic, and social. Financial supports include scholarships, monthly incentive</p>

	<p>stipends, and textbook stipends. Academic supports include tutoring, corequisite math and English, and a full-time schedule. Social supports include intensive advising, personalized career development, and special MT10 orientation and freshman seminar experiences. The MT10 model is built on a framework of addressing barriers to student success and retention by creating clear expectation and the supports to be able to meet those expectations. For instance, students are expected to take 15 credits per semester to be able to graduate on-time. The MT10 program also provides students with tuition and fees scholarships to support that full-time load as well as the advising, academic mentoring, and other resources to be able to successfully manage a full-time schedule. The AmeriCorps Team Leader will serve closely with the MT10 staff and advisors to provide career development and peer mentoring opportunities that will be part of this expectation-incentive-success model. Career development is a key component of college success and is one of the central strategies in supporting MT10 scholars in developing a strong sense of purpose that will guide them through their college experiences.</p> <p>Member Activity:</p> <p>Attainment Indicators: Montana 10 is a pilot project with a rigorous evaluation component. All services provided will be tracked by the MT10 team. The AmeriCorps Team Leader will serve with MT10 staff to determine how to track activities. The Team Leader will also serve with the Director of Retention and university staff to identify benchmarks for success. In coordination with MT10 staff and career services, the Team Leader will also support the Career and Employment Services team to track and monitor individual and cohort benchmarks for career development. In addition, MT10 will track:</p> <ul style="list-style-type: none"> -# of meetings with MT10 staff per month -DFWI rates -credits attempted/credits completed -semester to semester and fall to fall retention -sophomore year course registration
<p>Objective 5: Positive Mentoring - Additional activities to enhance the MTCC High School Coaching Program Design</p>	<p>Member Activity: While this program is not participating in the MTCC High School Coaching program, the AmeriCorps Team Leader will participate in high school outreach and coordination where relevant to Montana 10. One specific area where the Team Leader will collaborate with high school partners is working with the MT10 team at MSUB and the Office of the Commissioner of Higher Education to do outreach to high schools for possible future MT10 cohorts as well as education efforts on college preparedness.</p>

	<p>Member Activity: Serve collaboratively with the First Year Services Coordinator to support GEAR UP MT10 scholars. Support outreach efforts to recruit GEAR UP students to MT10.</p> <p>As part of the work for Montana 10, the AmeriCorps Team Leader will serve with other offices and departments on campus (especially TRIO and the Native American Achievement Center) to coordinate services to first year students who come to MSUB from a GEAR UP high school. Many of these students will be Montana 10 scholars. The goal of this portion of the project is to build a strong pipeline from college access to college success. Though funding for Montana 10 is not yet secured for future cohorts, should the program get funding for additional cohorts, the Team Leader will work with the MT10 team at MSUB to increase access to college for low-income students by participating in recruitment activities for MT10.</p>
<p>Objective 6: Service Projects and Events</p>	<p>Member Activity: The Team Leader will work with appropriate organizations on campus, in the Billings community, and with the MT10 team to:</p> <ul style="list-style-type: none"> -design service projects and event opportunities -develop a project timeline -communicate with campus stakeholders and beneficiaries -determine project goals and anticipated outcomes -plan activities for participants -report on service event and outcomes
<p>Objective: Citizenship Development</p>	<p>Member Activity: The AmeriCorps Team Leader will participate in citizenship development that fosters commitment to service. The AmeriCorps Leader affiliated with this project will participate in MTCC and other AmeriCorps trainings and meetings, participate in education opportunities, connect with service-learning efforts at MSUB and within the Montana University System, and participate in reflection activities with the Montana 10 team. Additionally, the AmeriCorps team will be encouraged to participate in professional development activities.</p> <p>Member Activity: Develop an actionable plan and timeline for the service project.</p> <p>Member Activity: Recruit youth to volunteer in the project and ensure that participants have a positive experience performing the project.</p>
<p>Objective: Contribute to the preparation and planning of a local Martin</p>	<p>Member Activity: Be attentive to communications from MTCC regarding the planning, preparation, and timeline of Read for Peace events. Member Activity: Communicate with local</p>

Luther King Jr. Read for Peace event.	educators to schedule classroom reading events. Member Activity: Recruit local volunteers from schools, colleges, and the community to participate in classroom readings.
Objective: Complete one or more MLK Read for Peace classroom visits during January.	Member Activity: Visit an elementary classroom at a pre-scheduled time to deliver a reading and reflection activity about the life and legacy of Dr. Martin Luther King Jr.
Objective: Organize a volunteer event for youth during the month of April to observe Global Youth Service Day.	<p>Member Activity: Communicate with stakeholders and local organizations to identify potential service projects and make a project selection.</p> <p>Member Activity: Develop an actionable plan and timeline for the service project.</p> <p>Member Activity: Recruit youth to volunteer in the project and ensure that participants have a positive experience performing the project.</p>

Position Qualifications & Benefits

Required Qualifications:

- Some college experience,
- 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:

- Associate’s or Bachelor’s degree
- Prior experience working or serving with youth and volunteers
- Experience working in an educational setting

Benefits:

- A biweekly living allowance based on \$16,500/year (pre-tax);
- AmeriCorps Member health insurance;
- Income-eligible childcare assistance;
- Member Assistance Mental Health and Selfcare support;
- Ongoing professional development and networking opportunities;
- Participation in a statewide project dedicated to building the future of Montana’s youth;
- Education Award of \$6,495 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.