**Montana Campus Compact Summer AmeriCorps**

**Position Description**

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| **Position Title:** MTCC AmeriCorps Summer College Coach **Please note, no other titles should be assigned to these members.**  |
| **Project Intermediary:** Montana Campus Compact**Hosting Organization:** Click or tap here to enter text.**Community Partner(s):** Click or tap here to enter text. |
| **Project Start Date:** June 3, 2024**Project End Date:** August 12, 2024 |
| **Project Focus Areas:** Education, College Attainment, Summer Learning Loss |

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| **Assignment Objectives and Member Activities**  |
| **Goal(s) of the Project:** Click or tap here to enter text. |
| **Objective:**Complete orientation and establish plan to track performance measures.  | **Member Activity:** The member will ensure they receive and participate in an On-Site Orientation Training (OSOT) upon arrival at the service site and communicate any project questions to the site supervisor and/or their Montana Campus Compact Program Director. **Member Activity:** The member will review applicable performance measurements and anticipate outcomes for each activity included in this assignment description.**Member Activity:** The member will identify and establish data tracking tools necessary to supply performance measurement data to Montana Campus Compact on a monthly basis.  |
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| **Compensation & Benefits** |
| **Living Allowance:** **$2,823 total** *Distributed every two weeks. Subject to federal and state taxes.***Education Award: $1,459.26** can be usedto pay for current college tuition, graduate school, or to pay back qualified student loans upon successful completing term of service. **Education Award Match Eligibility:** Subject to institutional policies. 13 Montana Colleges may match up to $1,000 annually. *Please check with campus offices of financial aid to learn if you may be eligible for an institutional match when education award funds are applied to tuition or attendance costs.***Term of Service: 300+ hours** of service required to successful complete service and receive the Education Award.We anticipate you will complete closer to 400 hours in 10 weeks as this is a full-time position. **Public Benefits:** Special Consideration. *In some circumstances, AmeriCorps members receive special considerations when applying for or continuing public benefits, including SNAP, HUD subsidized housing, WIC, etc. MTCC May provide an income verification form if needed.* **Outside Employment:** This is a full-time position 36-40+ hours a week. *Members may seek outside employment so long as it does not interfere with their service activities.***Employers of National Service Preference:** Eligible. *All AmeriCorps members can qualify for preferential treatment when applying to jobs with organizations which classify themselves as Employers of National Service.* |

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| **Evaluation, Time logs, and Reporting** |
| * Members will complete weekly time logs by Monday; Site Supervisors will approve by Wednesday weekly.
* Host Site Supervisor with member will ensure a monthly report and beneficiary documentation will be completed monthly;
* Host Site Supervisor will complete an end-of-term written evaluation of each member’s performance. This will address the following factors:
	+ Whether the member has completed the required number of hours;
	+ Whether the member has satisfactorily completed assignments; and
	+ Whether the member has met other performance criteria that were clearly communicated at the beginning of the service term.
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| **Qualifications Overview** |
| This AmeriCorps position requires the service member to have a set of knowledge, skills, and abilities (KSAs), and it is these KSAs that set the qualifications for the position. Certain qualifications are deemed essential to this position and to be eligible for the role, you are required to meet these qualifications. Other qualifications are recommended for this role, and will be used to select amongst candidates who otherwise meet the required qualifications.Candidates who are able to meet a qualification with the support of a reasonable accommodation are considered as satisfying the qualification requirement. Reasonable accommodations will be determined pursuant to the Americans With Disabilities Act (ADA) and other applicable legislation. |
| **Required Qualifications** |
| **Attention** - Candidate can concentrate on one task over a period of time; can switch their attention between different tasks within a short period of time; and can give their full attention to what other people are saying.**Cognition** - Candidate can apply their prior knowledge and experiences to their activities; can understand the implications of new information; can remember information such as words, numbers, pictures, and procedures; can observe patterns; and can apply rules to categorize, sort, or order things.**Computer Input** - Candidate has the ability to operate computer programs through an input device (e.g., a computer keyboard or adaptive technology).**English Language** - Candidate is able to express themself in English and comprehend information communicated in English.**Problem Solving** - Candidate can apply critical thinking, deductive reasoning, and inductive reasoning to develop and evaluate solutions to problems; can generate original and creative ideas related to a topic; can identify information they are missing and ask appropriate questions to get that information; and can consider relative costs and benefits to identify the best actions to take in response to a problem.**Time Management** - Candidate can meet deadlines and arrive at appointments on time.**Written Expression & Comprehension** - Candidate can communicate effectively in writing as appropriate for the needs of a defined audience, and can read and understand information that is presented to them in writing. |
| **Recommended Qualifications** |
| **Basic Mathematics** - Candidate can perform basic arithmetic operations (i.e., addition, subtraction, multiplication, and division), and basic statistical operations (e.g., taking the average of several numbers).**Non-Profit Organizations** - Candidate has knowledge of the structure, operation, and purpose of non-profit organizations in the United States.**Oral Comprehension & Expression** - Candidate has the ability to listen to and understand information and ideas presented through spoken words and sentences, and can communicate information and ideas in speech so others will understand. |

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| **Minimum Eligibility Requirements** |
| Eligibility. [**§ 2522.200**](https://www.law.cornell.edu/cfr/text/45/2522.200) An AmeriCorps participant must – **(1)** Be at least 17 years of age at the commencement of service with parental permission (sign waiver to use Education Award after graduating high school); **(2)** Have a high school diploma or its equivalent; or* Not have dropped out of elementary or secondary school to enroll as an AmeriCorps participant and must agree to obtain a high school diploma or its equivalent prior to using the education award; or
* Obtain a waiver from the Corporation of the requirements in paragraphs (a)(2)(i) and (a)(2)(ii) of this section based on an independent evaluation secured by the program demonstrating that the individual is not capable of obtaining a high school diploma or its equivalent; or
* Be enrolled in an institution of higher education on an ability to benefit basis and be considered eligible for funds under section 484 of the Higher Education Act of 1965 (20 U.S.C. 1091);

**(3)** Be a citizen, national, or lawful permanent resident alien of the United States;**(4)** Satisfy the National Service Criminal History Check eligibility criteria pursuant to [45 CFR 2540.202](https://www.law.cornell.edu/cfr/text/45/2540.202).**(b)** Written declaration regarding high school diploma sufficient for enrollment. For purposes of enrollment, if an individual provides a written declaration under penalty of law that he or she meets the requirements in paragraph (a) of this section relating to high school education, a program need not obtain additional documentation of that fact.**(c)** Primary documentation of status as a U.S. citizen or national. The following are acceptable forms of certifying status as a U.S. citizen or national:(1) A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands;(2) A United States passport;(3) A report of birth abroad of a U.S. Citizen (FS-240) issued by the State Department;(4) A certificate of birth-foreign service (FS 545) issued by the State Department;(5) A certification of report of birth (DS-1350) issued by the State Department;(6) A certificate of naturalization (Form N-550 or N-570) issued by the Immigration and Naturalization Service; or(7) A certificate of citizenship (Form N-560 or N-561) issued by the Immigration and Naturalization Service.**(d)** Primary documentation of status as a lawful permanent resident alien of the United States. The following are acceptable forms of certifying status as a lawful permanent resident alien of the United States:(1) Permanent Resident Card, INS Form I-551;(2) Alien Registration Receipt Card, INS Form I-551;(3) A passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or(4) A Departure Record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence. |

***ADA/EOE/AA/Veteran’s Preference: MTCC is an administrative unit of the University of Montana.*** *Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.*