



# AMERICORPS POSITION DESCRIPTIONS

## AUGUST 2010

College Bound is a St. Louis non-profit that provides promising high school students from under-resourced backgrounds with the academic enrichment, social supports and life skills needed to apply, matriculate and succeed in four-year colleges. AmeriCorps members play an important role in expanding programs and outreach to allow College Bound to better serve students and families. College Bound is an AmeriCorps organization; AmeriCorps\*State and AmeriCorps\*VISTA are both national service programs similar to the Peace Corps. All available positions detailed below are AmeriCorps positions. *Number of positions available will be determined by grant funding from the Missouri Community Service Commission and the Corporation for National and Community Service.*

### I. Position Summaries

#### A. College Coaches (6 positions) -----

The AmeriCorps College Coaches will work with high school students to help them prepare for, apply to, and succeed in college. Specific responsibilities vary depending on the grade level of each coach's cohort. Responsibilities may include leading after-school and in-school class sessions on college knowledge, career exploration, and financial literacy; assisting students in completing college and financial aid applications; communicating with students and school staff on a regular basis; leading students through self-exploration activities at summer camps; and chaperoning campus visits and cultural enrichment events.

#### B. Persistence Coaches (2 positions) -----

The AmeriCorps Persistence Coaches will work with college students to ensure their success in college and continuation to degree completion. Responsibilities may include checking-in with students on a weekly basis by phone or electronic means, reviewing financial aid materials, connecting students with on-campus resources, advocating for students with university staff and professors, and assisting students with the transition from high school to college.

#### C. Programs Leader (1 position)-----

The AmeriCorps Programs Leader will work directly with the Programs Coordinator to expand enrichment programming for College Bound high school students. Enrichment programming includes service learning, cultural enrichment, citizenship, and leadership programs. Responsibilities include planning after-school and weekend activities, implementing on-going service learning projects, facilitating TOP (character development program) at a high school, and overseeing annual events such as a Community Service Blitz.

#### D. Family Program Leader (1 position) -----

The Family Outreach Leader will create opportunities for parents and families of College Bound students to become informed about and engaged in their child's higher education planning, and partner with College Bound to lay the groundwork for their students' success. Responsibilities include coordinating family events and educational workshops, planning and assisting with financial aid sessions, educating and engaging families in their students' college preparation process (such as course selection, ACT preparation, and financial aid), and communicating with students and families electronically and by phone.

#### E. College Access Leader (1 position) -----

The AmeriCorps College Access Leader will work with the Director of College Access to increase the effectiveness of the in-school program. Responsibilities will include collaborating with college coaches and students to revise current classroom curriculum so that it is research-based, relevant and engaging; revising and implementing a student recruitment strategy; and streamlining and overseeing the student enrollment process.

## F. Outreach Leader (1 position) -----

The AmeriCorps Outreach Leader will work with the Program team to develop and implement College Bound's 9<sup>th</sup> grade college preparation workshop program – "Get Your Prep On". Responsibilities may include developing and revising program curriculum, communicating with school staff to schedule workshops, training workshop presenters, leading workshop sessions, facilitating sessions for community groups upon request, and evaluating the effectiveness of the program.

## II. Qualifications

- Bachelor's Degree (required)
- Interest in education, youth work, social services, or related field
- Experience with youth from diverse backgrounds
- Commitment to public service and social justice
- Excellent communication and organization skills
- Ability to multi-task and manage multiple deadlines
- Strong attention to detail
- Self-motivation, innovation and problem-solving skills
- Flexibility and willingness to adapt to change
- General/advanced computer skills

## III. Compensation

Compensation includes a living allowance (\$10,700 or \$11,800 depending on the position), health coverage, and a \$5,350 Education Award that can be used to repay student loans or for future education expenses. Student loans may be deferred for the duration of the 12-month term of service – August 2010-August 2011.

## IV. Application Completion Requirements

- College Bound Application  
(available on the College Bound website – [www.CollegeBoundSTL.org](http://www.CollegeBoundSTL.org))
- Cover Letter
- Resume
- College Transcript (unofficial is acceptable)
- Completed My.AmeriCorps.gov profile (online)

To complete, go to [My.AmeriCorps.gov](http://My.AmeriCorps.gov), click on "Apply to Serve", and fill out the profile form.

**Priority application deadline: Monday, March 15<sup>th</sup>.**

Applications will be reviewed on a rolling basis after that.

### Mail, email, or fax materials to

College Bound  
Attn: Kate Sauers  
12 Maryland Plaza  
St. Louis, MO 63108  
Phone: 314-540-8781  
Fax: 314-361-9801  
Email: [Kate@CollegeBoundSTL.org](mailto:Kate@CollegeBoundSTL.org)

Please visit [www.CollegeBoundSTL.org](http://www.CollegeBoundSTL.org) for more information.



*AmeriCorps is committed to engaging individuals without regard to disability, gender, race, religion or sexual orientation.*

