



## Montana Campus Compact AmeriCorps Program AmeriCorps Team Member Position Description TRIO Upward Bound University of Montana



**NARRATIVE** Summer Associates will serve on a team of five Resident Advisors to supervise 40 high school students in a six week residential summer camp. They will ensure student safety, organize academic and recreational activities, supervise community service, support students in completing their academic obligations, and ultimately serve as a mentor to students on their college preparation journey. This team will serve youth in grades K-12 to help them consider, plan for, and prepare for postsecondary education. The MTCC AmeriCorps summer team member will commit to 300 hours. Successful candidates will be passionate about creating equitable opportunities and addressing barriers for all youth to plan for and attend college.

**Term of Service: 300+ hours**

**Programming Dates: June 6-August 14, 2022**

### **Responsibilities and Activities:**

1. Recruit, support and retain a team of college student AmeriCorps members and provide direct service to high school students (main focus on 11-12 grades), including interacting with families in partner school(s)/community organization serving high school 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. Implement MTCC AmeriCorps High School Coaching Program Design—targeting first generation and low income junior and senior students. Small groups (10-15 or less depending on size of school): The MTCC AmeriCorps program will provide intensive coaching for junior and senior high school students. This coaching will prepare them for their application and transition to college and will occur in small groups of 10-15 students per coach. Students will commit to participating in college fairs, college campus visits and twice-weekly two-hour afterschool sessions during the academic year.
  - Engage students in small group (10-15) intensive coaching utilizing the MTCC HS Coaching curriculum;
  - 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.)
  - Service project – civic engagement: high school students will commit to engaging in and planning two service projects each academic year. These volunteer events will be organized by the members and supported by the students giving back to communities;
  - Building/enhancing a Culture of College Going (all grade levels)
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 three campus visits to expose students to various postsecondary education options; campus visit should include assistance of AmeriCorps Team members or volunteers
5. Plan and implement at least two community service projects involving K-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
8. **Data Collection:** All AmeriCorps Teams are required to use MTCC Data Collection Tools and submit a monthly report highlighting service activities and numbers of beneficiaries served. Host Site Supervisors are required to be involved with data collection efforts and be able to monitor for accuracy.
9. Complete weekly time logs with narratives showing the meaning of serve and how you are engaging with youth;
  - a. Site Supervisors will approve time logs weekly and ensure member are completing them as required;
10. Share great stories and photos about service as applicable (no names of youth included—photos only if approved by site/parents)
11. Participate in MTCC AmeriCorps Orientation and close of service trainings: MTCC staff will coordinate scheduling.

**Summer Associates will serve on a team of eight Resident Advisors to supervise 55 high school students in a six week residential summer camp. They will ensure student safety, organize academic and recreational activities, supervise community service, support students in completing their academic obligations, and ultimately serve as a mentor to students on their college preparation journey.**

#### **Supervisor Information Anna-Margaret Goldman**

#### **Required Qualifications:**

- **Committed to serve full-time for 10 weeks: June 6-August 14, 2022**
- Some college experience-current college student
- Prior experience serving youth and volunteers
- Excellent oral and written communication skills
- 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

#### **Eligibility Requirements – [§ 2522.200](#)**

(a) Eligibility. An AmeriCorps participant must –

**(1)** Be at least 17 years of age at the commencement of service; or Be an out-of-school youth 16 years of age at the commencement of service participating in a program described in [§ 2522.110\(b\)\(3\)](#)

**(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](#).

**Benefits:**

- Living allowance of \$2,885 distributed bi-weekly pretax at \$577. 35-40 hours weekly [full-time service, June 6-August 14, 2022]. First Pay period: June 28, 2022 (11 days of service).
- Education Award of \$1,345.86 to pay for college, graduate school, or to pay back qualified student loans (pending completion of a minimum 300 hours of service before August 31).
- Ongoing professional development and networking opportunities;
- Participation in a statewide project dedicated to building the future of Montana’s youth;

**Host Site Supervisor Requirements: Evaluation, Reporting, Time log approval and monitoring:**

- Host Site Supervisor will ensure time logs are completed by Monday weekly, do not include prohibited or unallowable activities, are an accurate assessment of hours served.
- Host Site Supervisor 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.



Dannette Fadness, AmeriCorps Manager  
 32 Campus Drive  
 Davidson Honors College, garden level-room 020  
 University of Montana  
 Missoula, MT 59812  
[Fadness@mtcompact.org](mailto:Fadness@mtcompact.org)

TRIO-Upward Bound Summer Program Resident Advisor

Organization Name: TRIO-Upward Bound

Organization Description: Upward Bound is one of seven types of TRIO programs federally funded by the Department of Education to help students overcome class, social, and cultural barriers to higher education. Our program provides tutoring, advising, community service and college preparation seminars to our high school students during the academic year. During the summer, we run a six-week residential camp that provides students with core instruction in math, English, and science while simulating a college dorm life experience.

Goal of the Project: To provide the requisite skills and motivation that low-income, first generation, and minority students will need for success in post-secondary education.

Required Qualifications:

1. Must be currently or recently enrolled in an accredited college, university, COT, or tribal college.
2. Must have at least college sophomore status and demonstrate above average academic performance.

3. Must possess a valid driver's license, safe driving record, and at least 3 years of daily driving experience.
4. Must possess CPR certification at start of Summer Program (not required at time of application).
5. Prior experience working with teens in a professional or voluntary supervisory capacity required (i.e. teaching, tutoring, mentoring, counseling or coaching).
6. Resident advising experience preferred.
7. Prior experience working with students of culturally diverse and low-income backgrounds in an academic setting preferred.

Key Duties & Roles of the AmeriCorps member:

1. Assist in activity planning and general program set-up tasks (May 30 -June 13).
2. Participate in staff training and orientation, including a course in defensive driving (June 14-18).
3. Maintain accessibility to program participants six days each week (June 19 –July 29).
4. Attend daily student/staff morning meetings.
5. Develop and maintain advising relationship with a “family” of students and make appropriate professional referrals as necessary.
6. Provide tutoring assistance during assigned classroom hours and study halls.
7. Provide direct supervision of all UB students during non-classroom hours –particularly during meals, evenings, weekends, and afternoon recreational activities.
8. Monitor student behavior and carry out corrective or disciplinary actions as required.
9. Adhere to daily work schedule as assigned by Head Resident that typically includes: planning activities, serving as a UB food service monitor during meals, running errands, chaperoning and transporting students on field trips, staffing the RA office, etc.
10. Transport students in University vehicles on a daily basis within Missoula as well as around Montana and the surrounding area.
11. Complete written evaluations of assigned students at the end of the summer program.
12. Attend the final student awards ceremony (July 29).
13. Assist in summer program wrap-up tasks: dorm take-down, program inventory, etc. (July 29 – August 7).