Goodwill AmeriCorps Program Overview:

Goodwill AmeriCorps programs place members in schools and non-profits throughout Maine, New Hampshire, and Vermont, in order to increase student engagement. Members implement the Check & Connect mentoring program (a research-based intervention for academically disengaged students) in nonprofits and schools. In addition, AmeriCorps members leverage volunteers to engage in Check & Connect mentoring and in-school/afterschool service-learning, academic support, parental engagement, and enrichment interventions.

Host Site Overview:

Located in the heart of the Dover Housing Authority community, the Seymour Osman Community Center (SOCC) serves as a safe haven for the neighborhood’s children. Our mission is to provide youth and families with academic support, life skills training, and recreational opportunities. Two AmeriCorps Members will be serving with SOCC, one with elementary students (grades 1-4), the other with middle school students (grades 5-8); youth participate in Homework Lab and enrichment programs at the SOCC, complemented by partnerships with the Dover Police Department, Strafford County 4-H, and other agencies. In addition, the SOCC plays a key role in organizing events and activities throughout the year that engage parents in their children’s learning and benefit the Dover Housing Authority neighborhood as well as the greater Dover community. More information is available at www.dhasocc.org.

Position Title: Student Engagement Specialist

Immediate Supervisor: Stacey Kearns, Director of Family Services

Host Site Location: Dover, NH

Qualifications:

- Self-motivated with a high degree of flexibility, creativity, and independence
- Ability to clearly and concisely communicate orally and in writing
- Excellent organizational skills
- Effective public speaker
- Bachelor's degree or equivalent experience preferred
- Prior volunteer or service experience
- Dedication to the mission of AmeriCorps
- Ability to use various types of technology (i.e. word processing, Microsoft Office Suite, GoToMeeting, on-line reporting system)

Site Specific Qualifications:

- Prior experience with adolescents
- Ability to function as part of a team

Essential Functions:

- Serve as a mentor for a portfolio of at-risk students
- Develop and maintain contact with students’ parents, teachers, counselors and/or referral partners
- Develop relationships and resources within the community
- Conduct regular check-in meetings with students in line with the Check & Connect Program Model
- Connect students with intensive services such as mentoring, academic support, service learning, and/or community engagement projects
- Create a structure for extended learning opportunities and expanded career awareness
- Act as a positive role model for youth
- Participate in Member Leadership Activities as part of Goodwill AmeriCorps Programs
- Participate in a variety of service projects within the community
- Serve alongside and recruit volunteers for various projects
- Coordinate and facilitate meetings
- Participate in staff meetings
- Attend required weekly meetings with supervisor
- Coordinate projects with team members
- Personal transportation
- Participate in the following Intensive Interventions - (Select all that apply):
Mentor Program Coordination

- Member coordinates a mentoring program, matching students with mentors and overseeing the operation of the program throughout their term. The Check & Connect program model will be utilized to support this program. Member may also organize mentee/mentor events, coordinate student assessments, communicate with student parents and teachers, etc.

Academic Support Program Coordination

- Member coordinates a mentoring program focused on academic support for students. The member will oversee the operation and matching of students throughout the term in addition to organizing activities such as career/job fairs, college info nights, SAT prep classes, etc.

Community Outreach and Volunteer Coordination

- Member coordinates partnerships within the community for increased student involvement. This may be with nonprofits or community leaders to enhance students’ involvement, internship opportunities, community collaborations, and resources. Member will coordinate community projects, compile resources, network, and create programming around community partnerships.

Service Learning Coordination

- Member coordinates school-wide service learning curriculum and/or projects.

Parent/Guardian Engagement

- Member coordinates programming to engage parents into the academic work of the student through increased relationship building, communication, and involvement of parents.

Site Specific Essential Functions:

- Lead indoor/outdoor recreation activities with students
- Recruit, train, and develop volunteers
- Contribute to communication materials

Performance Outcomes: Performance data will be collected through quarterly reports around the following measures:

K-12 Student Engagement:
Output: Stipended members will support a caseload of at-risk students to increase educational attainment. Students will complete an educational program supported by members.

Intermediate Outcome: Students who complete a program with members will show improved academic engagement on a pre/post survey due to their work with the member or a program managed by the member.

**Work Schedule/Working Conditions:** 35 - 40 hour week - Includes some weekend and evening hours. Fast paced environment with various deadlines and multiple internal and external stakeholders. Work is performed in schools, out in the community, in government agencies, and in non-profit settings among people of all ages. Members will work both in an office setting; using computer, copier, fax, and general office equipment, as well as work directly with youth and community members. Because of the nature of the project and rural geography, personal transportation is encouraged.

**Working Relationships/Support:** Member will be provided support by the direct Supervisor and Host Site Organization as well as the AmeriCorps Staff. Member will receive a thorough on-site and AmeriCorps Orientation, Host Site specific training and training on a variety of topics related to work within a nonprofit setting. Various reporting will be required of the member throughout the term by the AmeriCorps Staff regarding member performance, completion of goals, training accomplishments, and continuous improvement of our program.

**Prohibited Activities:**
Under the law, AmeriCorps members may not take part in the following activities during their AmeriCorps service hours. Members may also not engage in the following activities indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the listed prohibited activities:

- attempting to influence legislation;
- organizing or engaging in protests, petitions, boycotts, or strikes;
- assisting, promoting, or deterring union organizing;
- impairing existing contracts for services or collective bargaining agreements;
• engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
• participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
• engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
• conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
• providing abortion services or referrals for receipt of such services;
• Participating in Prohibited Fundraising Activities:
  • Raising funds for his or her living allowance
  • Writing grant applications for AmeriCorps funding or for any other funding provided by CNCS
  • Writing grant applications for federal funding
• Providing a direct benefit to—
  • a business organized for profit,
  • a labor union,
  • a partisan political organization,
  • or a nonprofit organization that fails to comply with the restrictions in section 501(c)(3) of the Internal Revenue Code of 1986.
• and such other activities as the Corporation may prohibit.

You may exercise your rights as a private citizen to participate in these activities on your own time and at your own initiative, but you may not use any AmeriCorps funds or resources, and you may not wear the AmeriCorps uniform or logo while doing so. You may not be perceived to be serving as an AmeriCorps member while participating in these activities.

**Vulnerable Populations:** This position has recurring access to vulnerable populations (individuals with disabilities, senior citizens, children).

**Site Benefits:**

• Extensive training at site
• Professional Development opportunities
AmeriCorps Member Benefits

All AmeriCorps positions have a living allowance of $12,530 evenly divided over the course of their 11 month term, health insurance coverage from the first day of service to the last day of the last month of their term, and a $5,730 education award (upon completion) to apply to previous federal student loans or continuing education costs at a qualifying Title IV institution. Applicable student loans can be put in forbearance and any interest accrued during the term will be paid by AmeriCorps. Members are covered under health insurance and workers compensation. Eligible members can also apply for child care reimbursement. Mileage to AmeriCorps Sponsored Training events will be reimbursed to members. The local host site will reimburse mileage expenses associated with project related travel at the rate which they reimburse their staff. Members also receive significant professional and personal development training.

See www.americorps.gov for more information of AmeriCorps service.

~This position is unique to AmeriCorps and does not displace organization staff or volunteers.~

***Individuals with disabilities who may need reasonable accommodations are expected to make arrangements in advance for accommodation by confidentially discussing their needs with AmeriCorps Program Staff. All hiring decisions are based on nondiscriminatory factors without regard to race, color, religion, sex/gender, sexual orientation, national origin, disability or status as a veteran. We promote a positive and healthy working environment with respect for diversity.

This document is available in alternative formats upon request.
Two positions will be placed with SOCC, one serving elementary school students, the other serving middle school students.

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<thead>
<tr>
<th>Activity 1:</th>
<th>Recruit and manage volunteers</th>
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<tbody>
<tr>
<td>Activity 2:</td>
<td>Recruit and manage mentors</td>
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<tr>
<td>Activity 3:</td>
<td>Lead activities designed to develop social skills among participating youth</td>
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<td>Activity 4:</td>
<td>Develop programs and events to engage parents in their children’s learning</td>
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<td>Activity 5:</td>
<td>Conduct outreach to develop partnerships, acquire resources, and share information with stakeholders</td>
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<td>Activity 6:</td>
<td>Lead recreation and academic enrichment programs for students</td>
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<td>Activity 7:</td>
<td>Coordinate homework help for students</td>
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<td>Activity 8:</td>
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