



COLLEGE & CAREER READINESS CORPS

A Washington Campus Compact Program || *Serving Washington & Idaho*

2020-2021 College and Career Readiness Corps Position Description

TITLE: College and Career Readiness Corps Coordinator

HOURS OF SERVICE: 9:30 a.m. to 5:30 p.m., M – F with some evening and weekend hours
(At least 1,700 hours over the 10 month term of service)

JOB DESCRIPTION: The College and Career Readiness Corps Coordinator will serve at Gonzaga University's Center for Community Engagement. The primary function will be to recruit and train college students from Gonzaga to act as coaches to economically disadvantaged grades 4-12 youth attending local schools. The member will also assist in coordinating Gonzaga's elementary, middle, and/or high school youth initiatives and will support "Zag Volunteer Corps" by attending and recruiting college students to participate in National Days of Service and other community service events. (NOTE: CCRC members will have "recurring" access to vulnerable populations and must pass a standard background check and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202)

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Assist in cultivating school/community partnerships
- Recruit, select, and train college student volunteers to work as coaches
- Supervise student leaders in youth programs
- Assist college student volunteers (coaches and leaders) to plan, coordinate, and implement college and career activities
- Build a programmatic infrastructure around programming best practices
- Work with staff and partner organizations in local schools and community organizations to increase communication and enhance interventions for youth, both on-site and on Gonzaga's campus
- Maintain documentation of data related to college student volunteers, youth, attendance, recruitment and program activities
- Administer program assessments
- Recruit volunteers and provide assistance in coordinating National Days of Service and other community service events, including Zag Volunteer Corps
- Promote program impacts to internal and external stakeholders
- Participate in College and Career Readiness Corps trainings, including orientation, mid-year training, graduation, regional cohort meetings and others as available
- Engage in personal reflection

REQUIRED QUALIFICATIONS:

- ♦ Applicant must be age 18 or older
- ♦ AA or BA/BS degree preferred
- ♦ Ability to work well with people of diverse backgrounds
- ♦ Strong organization, problem-solving and written and oral communication skills



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- ◆ Basic office computer skills, including word processing; experience with spreadsheets/databases preferred
- ◆ Program management (marketing, event planning, training, volunteer management) experience.
- ◆ Strong initiative; self-starter
- ◆ Ability to creatively problem solve
- ◆ Enthusiasm for helping others succeed

BENEFITS:

- Living stipend of \$22,950 (distributed over 10 months)
- Loan forbearance and interest accrual reimbursement on qualifying loans
- Basic Health Care Plan (if needed)
- Education Award of \$6,195 upon successful completion of the program
- Childcare assistance for qualifying members
- Members will be given a mid-year and end of year member evaluation from their program supervisor
- Networking, training, and professional development opportunities
- A chance to make a difference in your community and schools!

For More Information Contact: Brandi Marsters, Youth Programs Manager, marsters@gonzaga.edu, (509)313-6486

The College and Career Readiness Corps program, an AmeriCorps program, is an Equal Opportunity/Affirmative Action enroller of AmeriCorps service volunteers. Members of ethnic minorities, disabled veterans, veterans of the Vietnam-era, and recently separated veterans, persons of disability and/or persons age 40 and over are encouraged to apply. The College and Career Readiness Corps only enrolls members who are a U.S. citizen, U.S. national or lawful permanent resident alien of the United States. All new members must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services and must satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.