

**ACES–AMERICORPS PROMISE FELLOW**  
*VOLUNTEER COORDINATOR/BEST PRACTICES POSITION DESCRIPTION*

**Title:** *AmeriCorps Promise Fellow; Program Quality*  
**Placement Site:** ACES (Athletes Committed to Educating Students)  
1115 East Hennepin Ave; Minneapolis, MN 55414  
**Contact:** Chad Caruthers, Executive Director 612-331-3454  
Questions? [info@ACES4Kids.org](mailto:info@ACES4Kids.org)



**Position Overview**

ACES is an after-school tutor/mentor program for lower-income inner-city schools. Our Mission is to close the academic achievement gap of at-risk inner-city students in grades four through eight. ACES Core Values are to provide a safe environment for students; offer positive adult role models for students; and provide relevant in-class and out-of-class experiences. ACES Core Purpose is to enhance each student's potential to succeed academically, develop personally, and become a lifelong contributing member of the community.

As an ACES Promise Fellow, you will enhance program quality by enhancing existing volunteer tutor/mentor recruitment and training; implementing an effective youth-engagement plan and best practices for direct-service volunteers and staff; and coordinate service learning opportunities. This position is an AmeriCorps position hosted by the MN Alliance With Youth and ACES.

**Position Responsibilities**

*Essential Functions*

**I. Volunteer Recruitment and Training**

- Develop new modes of recruiting volunteers in addition to utilizing established methods.
- Recruit and select direct-service volunteers.
- Enhance existing volunteer training and orientation program.
- Provide ongoing support and training to direct-service volunteers.

**II. Develop Best Practices Model**

- Develop tutor/mentor best practices model for direct-service staff and volunteers that maximizes youth engagement, emphasizes cultural competency and education equity, and is created based on observations of and participation within the school–community partnership.

**III. Coordinate Service Learning**

- Participate in service-learning project coordination for at least 25 middle school youth.
- Engage youth in at least 20 hours of civic engagement activities.
- Create partnerships with local organizations to facilitate the service-learning process.

*Marginal Functions*

- Support SCP Team members to finalize the best local strategies for closing the achievement gap.
- Assist supervisor and the SCP Team to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.
- Participate in all Alliance and AmeriCorps required meetings and assignments.
- Participate in other ACES activities, including field trips, trainings, special events, etc.

**Requirements:**

- Must be 18 years old\*
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Please note that final candidates will be required to successfully pass a background check before being officially enrolled by the Minnesota Alliance With Youth

**Qualifications:**

- Interest in youth, service, education, and non-profit work
- Strong written and oral communication skills
- Able to deal effectively with ambiguity of tasks and able to take the initiative
- Self-motivated, able to work independently without daily supervision—strong organizational skills a must
- Able to present oneself in a highly professional manner and be an ambassador of the program

**Desirable Characteristics:**

- Spanish or Hmong speaking and writing skills
- Education majors or a degree in education
- Interest in social justice and/or urban education
- Volunteer experience and desire to develop a strong ethic of service
- Experience working collaboratively with youth and adults
- Commitment to positive youth development

**Typical Work Environment:**

- Able to work in a small office setting
- Able to work in a noisy school environment with many young people demanding attention
- Able to work independently without much direction

**Benefits:**

As a full-time AmeriCorps member, Promise Fellows serve 1,700 hours from August 15, 2010 to August 14, 2011 and receive:

- Modest Living Allowance (appx. \$950/month, pre-tax)
- Health Insurance
- Qualified Student Loan Deferment
- \$4,725 Education Award upon successful completion of service
- Ongoing, extensive support and training.

**To apply, please email/mail/fax cover letter, resume, and three references to:**

Chad Caruthers, ACES

1115 East Hennepin Ave.

Minneapolis, MN 55414

Email application to [info@ACES4Kids.org](mailto:info@ACES4Kids.org), "Promise Fellow Application" in Subject Line.

Fax application to 612-331-3472

**Please note:**

- We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.
- You do NOT need to be an athlete to participate in our program.
- Reasonable accommodations provided upon request.
- This document is available in alternative formats.