

ACES–AMERICORPS PROMISE FELLOW
CAPACITY BUILDING POSITION DESCRIPTION

Title: *AmeriCorps Promise Fellow; Capacity Building*
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



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 Function:

- Collaborate to plan, organize, and launch ACES after-school program at Maxfield Elementary in St. Paul.
- Acquire student performance data and assist SCP Team in its analysis.
- Establish strong relationships with teachers and other staff at Maxfield in order to create a more cohesive connection between school and after-school.
- Recruit, train, and supervise part-time staff members at Maxfield school.
- Maintain consistent communication with students' families.
- Keep up-to-date records of students, including contact information, disciplinary notices, and other pertinent information.
- Support and oversee community volunteers, including family members, to work with youth participants in areas such as tutoring and mentoring.
- Assist supervisor and the SCP Team to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.
- Coordinate, compile, and analyze annual student surveys.
- Implement and participate in the assessment of curriculum and update as needed.
- Attend community collaboration meetings and training opportunities.

Marginal Functions:

- Support teachers and SCP Team members to finalize the best local strategies for closing the achievement gap.
- Participate in all Alliance and AmeriCorps required meetings and assignments.
- Participate in other ACES activities, including field trips, fundraising events, trainings, 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:

- Interest and/or background in social justice and/or urban education
- Exhibited direct and/or volunteer service
- Experience working collaboratively with youth and adults

Typical Work Environment:

- Able to work in a small office setting
- Able to work in a vibrant school environment with many young people demanding attention
- Able to work independently when necessary

Benefits:

As a full-time AmeriCorps member, Promise Fellows serve 1700 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
- \$4725 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, "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.