



## **“I Have A Dream”- Boulder Service Description Notre Dame AmeriCorps Member – IHDF College & Career (High School)**

**Host Site:** Boulder Housing Partners (BHP)

The Boulder Housing Partners/ “I Have A Dream”/AmeriCorps partnership is the result of a collaboration between “I Have A Dream” Foundation (IHDF), Notre Dame Mission Volunteers AmeriCorps (NDMVA), and the National AmeriCorps Program. Boulder Housing Partners provides affordable homes and service-enriched housing to Boulder’s most under-resourced families. By partnering with community organizations and BHP residents, BHP’s education program aims to empower children to succeed in school, college, and career by providing academic, social, and emotional support to children of all ages. BHP is seeking applicants for a full-time AmeriCorps position from September through July service term.

AmeriCorps members will help further the BHP Resident Service Department’s ability to support youth who live with Boulder Housing Partners (BHP) and who do not participate in the “I Have A Dream” program to reach their post-high school and pre-collegiate goals. The AmeriCorps Member will support students and parents via Zoom, and also in their homes, neighborhood community centers, and schools.

AmeriCorps Members will help extend our ability to deliver services to youth and families who did not have the opportunity to participate in an “I Have a Dream” program. This long-time partnership and collaboration between the “I Have A Dream” Foundation and Boulder Housing Partners have generated a number of active Dreamer classes in Boulder Housing Partners’ communities. The BHP AmeriCorps will collaborate closely with the IHDF College & Career Department as well as BHP’s Resident Service Department.

**Service Position Title:** College & Career (High School) AmeriCorps Member

**Immediate Supervisor:** BHP Program Manager

### **Service Position Summary:**

- Partner with residents in high school, and their parents, to support goals for higher education, identify supportive services, and track progress.
- Link residents to higher education opportunities such school-based extracurriculars, workshops, college and career tours, discussion groups, internships, scholarships, and events.
- Promote community building and strengthen parent leadership and advocacy skills.
- Encourage community contributions and the development of work-related skills.
- Advise Junior and Senior high school students living in BHP communities regarding the following:
  - Career Planning
  - College, 2-year, and vocational program access, including campus tours
  - Promoting scholarships to eligible students
    - Support with understanding of eligibility criteria, applications, and advocate for students.
  - College/ scholarship essay writing and editing, overall application process
  - FAFSA/ financial aid completion
- Collaborate with experts and partners from the local community to organize events for FAFSA support, scholarships and financial aid, post-secondary readiness, and other supportive offerings in the community.

- In collaboration with BHP Resident Services and IHDF College & Career Department and partner organizations, support planning and facilitation of College and Career programs and events.

**Meeting Schedule:**

- Bi-Weekly Notre Dame AmeriCorps Boulder meetings
- Bi-Monthly “I Have a Dream” Staff Meetings
- Weekly Supervisor/Site Team Meetings
- Monthly BHP Resident Services Team Meetings
- Partnering Agency meetings as scheduled

**Commitment and Benefits:** Full-time members – responsible for 11 months of service and a minimum of **1,700 hours** of service during the year will receive the following:

- A **living allowance** of **\$18,000** (pre-tax) over the course of the service term;
- A National Service Trust **Education Award** of **\$6,895** (pre-tax), after the successful completion of the term of service, can be used for post-secondary education, vocational school, graduate school, or to pay back student loans;
- Level of service averages **40 hours per week**.
- **Health insurance** as part of the AmeriCorps health plan; and
- **Childcare**, if eligible.

**College & Career AmeriCorps member will primarily collaborate with:**

- BHP Resident Services staff
- “I Have a Dream” College and Career Department staff
- Other AmeriCorps members and “I Have A Dream” staff
- High school and college students living in BHP communities
- Boulder Valley School District
- Boulder business community and organizations
- Local colleges and universities
- Other state and local community organizations

**Training opportunities provided:**

- Initial 2-week AmeriCorps Training / Orientation to “I Have A Dream” and NDMVA
- Leadership & Communication
- Diversity, Equity & Inclusion
- Motivational Interviewing
- Suicide prevention, Abuse Reporting
- Health & Wellness
- Literacy, Math, Tutoring, and Academic Programming Techniques
- Healing Centered Approach/Trauma-Informed Care
- Lesson planning & Classroom Management
- Bi-Monthly on-site AmeriCorps meetings/workshops
- Others as scheduled

**Support:** Each member will receive support from several “I Have A Dream” staff members and 2nd year AmeriCorps members serving in the organization. This includes:

- Monthly 1:1 check-in with BHP Program Manager, Early Childhood and Youth Opportunities (direct supervisor)
- Bi-annual 1:1 check-in with AmeriCorps Site Director
- Bi-monthly AmeriCorps Professional Training days
- 1:1 mentor match with 2nd -year AmeriCorps Service Member
- Inclusion in BHP all-staff meetings

**Requirements:** To be eligible to serve as an AmeriCorps Member, one must be at least 17 years of age; be a U.S. citizen, national, or lawful permanent resident alien; and have a high school diploma or GED. NDMVA prefers that member be at least 21 years of age. "I Have A Dream" Foundation Boulder, as the host site of Boulder Housing Partners, requires vaccination or approved exemption.

**Selection Criteria:** We are seeking self-motivated, compassionate applicants who enjoy working with young people and diverse individuals, including high school students, their families, BHP staff, IHDF staff, teachers and school administrators, and members of the community. A bachelor's degree and/or equivalent experience in education or human services, and bilingual in Spanish and English is **preferred**. A clear driving record and a vehicle are required. IHDF is an Equal Opportunity Employer. We will conduct the review and interview process until all positions are filled. AmeriCorps applications, resumes and references will be considered as they are received. If you are interested in applying, please submit an online application – instructions are available at [www.ndmva.org](http://www.ndmva.org). You may also contact:

*Elyana Funk, Notre Dame AmeriCorps Site Director*

*"I Have A Dream"® Foundation of Boulder County*

*5390 Manhattan Circle, Suite 200*

*Boulder, CO 80303*

*720-313-2674 (Phone)*

*303-444-3638 (Fax)*

email:  [elyana.funk@ihaveadreamboulder.org](mailto:elyana.funk@ihaveadreamboulder.org) 

<https://bouldercounty.ihdf.org/>, [www.ndmva.org](http://www.ndmva.org), [www.americorps.gov](http://www.americorps.gov)

*\* The actual start date is dependent on annual approval of federal funding, and on the grant funding cycle, which is determined by the Corporation for National and Community Service.*