



AmeriCorps Member Position Description Role: Promise Corps College and Career Ambassador

About Promise Corps

The West Philadelphia Promise Zone, a federally designated anti-poverty initiative, is recruiting members to support the implementation of the three-year award from the Corporation for National and Community Service (CNCS). We are searching for 25 AmeriCorps members, who will receive training in college and career readiness to serve in four public high schools in West Philadelphia. Multiple public, nonprofit, academic, and private agencies collaborate on the Promise Zone, and the Promise Corps program is a key component of the Promise Zone education work. The Promise Corps is an initiative of the City of Philadelphia, in partnership with the School District of Philadelphia. The 2017-2018 school year will be the third year of its implementation.

Promise Corps College and Career Ambassadors

Promise Corps College and Career Ambassadors (CCAs) will be placed in one of four high schools in Philadelphia's Promise Zone. The high schools are West Philadelphia, Overbrook, High School of the Future, and Sayre High School. CCAs will work with high school students and families to ensure that they graduate from high school with strong skill sets, and develop awareness of paths and challenges related to postsecondary opportunities, while working with students to help them develop long-term plans leading to postsecondary entry. CCAs will work with school teachers, administrators, and guidance counselors to identify and recruit students who need additional support.

All members are expected to serve 7:30am-4:30pm with a 30 minute lunch break Monday-Friday while in school service with students. On Professional Development days members serve 8:30am-5:00pm. While a transpass is provided to members to freely travel in Philadelphia proper, members must upgrade their transpass to an alternate zone as needed and are still expected to serve from 7:30am – 4:30pm each day.

Responsibilities

- Support caseload of 50 sophomore, junior and senior students to successful graduation and post-secondary planning, including but not limited to coaching conversations, career and college exploration, academic tutoring, and long and short term goal setting.
- Coordinate and implement student and parent services
- Develop programming in areas such as post-secondary education options, career pathways, college application process, financial aid, career exploration
- Coordinate and accompany students to college visits and college and career fairs
- Assist supervisor with planning and program development
- Develop and maintain collaborative relationships with students, parents, school, community, and partner personnel
- Attend community events, forums, and other events
- Participate in community meetings, staff meetings, and training workshops
- Track and collect data important to track student progress and support program evaluation

Other duties including but not limited to:

- Participate in local recruitment events and fairs to spread awareness of Promise Corps program
- Service project development
- Participation in member development (included but not limited to trainings, professional development, workshops)
- Participation in national days of service as required by AmeriCorps (included but not limited to MLK Day, Cesar Chavez Day, 9/11, AmeriCorps Week)
- Complete 1700 national service hours over 10 months
- Attend a “Swearing in” and “Graduation” Ceremony
- Maintain a commitment to understanding the Promise Corps program model, and current educational best practices

Eligibility

- Be at least 17 years of age, have high school diploma and have a US Citizenship or Permanent Resident status
- Must be a U.S. citizen, U.S. national or lawful permanent resident of the United States
- Must have a Bachelor’s degree
- Pass Tuberculosis Skin Test
- Clear a National Criminal History Check, California Criminal History Check as well as a Criminal History Check in your current state of residence (if different than California) and National Sex Offender Registry check
- Served less than 4 terms of any length in another AmeriCorps State or National Program
- Can commit to serving full time August 2017 – June 2018 including one registration day in early July.

Preferred Qualifications

- Dedication to national and community service
- Prior experience working in an AmeriCorps Program
- Commitment to Promise Corps mission and vision
- Demonstrated success with constituent relations skills (volunteers, teachers, parents)
- Experience in tutoring
- Experience working with diverse communities
- Experience working with teens
- Access to reliable transportation (public transportation or personal transport) to travel within a defined geographic region

Qualifications

- Must be a U.S. citizen, U.S. national or lawful permanent resident of the United States
- Candidates should feel comfortable being Innovative, creative, confident and assertive
- Strong written and verbal communication skills
- Proven ability to manage tasks and schedule independently
- Flexibility and adaptability to manage tasks in a fluid environment
- Demonstrated competency with technology, internet, software, etc.
- Demonstrated competency with record-keeping, documentation and data management
- Self-motivated, responsible and professional attitude

Compensation

This position is part of the AmeriCorps service program. As an AmeriCorps member you will serve your community through Promise Corps and receive a modest bi-weekly living stipend within the range of \$598.00 (pre-tax), a Promise Corps College & Career Ambassador uniform and other benefits during your term.

Additionally, upon successful completion of your service term, AmeriCorps members are eligible for a [Segal Education Award](#) of approximately \$5,800, to be used for college, trade school or other educational expenses, including qualified federal loans. During your service in AmeriCorps, you may also be eligible for forbearance on outstanding federal student loans and/or assistance with childcare expenses. For more information on AmeriCorps, please visit www.nationalservice.gov/programs/ameri-corps.

How to Apply

Click here to go directly to the application: <https://form.jotform.com/60555039841154>

START DATE: August 23, 2017

END DATE: June 14, 2018