

## ***POSITION DESCRIPTION***

**Title:** ***AmeriCorps Promise Fellow***  
**Placement Site:** Orono Middle School  
800 Old Crystal Bay Rd  
Long Lake, MN 55356  
**Contact:** Melanie DeLuca, Director of Community Education,  
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952-449-8351



### **Position Overview**

*The AmeriCorps Promise Fellow position for Orono Middle School works alongside teachers and staff to support students Gr. 6-8 in the areas of academic skills, engagement and service learning. In partnership with the Minnesota Alliance With Youth, AmeriCorps Promise Fellows work with community partners and schools to better address the issues of today's children and youth by focusing on educational equity and the achievement gap by delivering the Five Promises of America's Promise. Together with a Youth Success Team, Promise Fellows work to mobilize community volunteers, increase academic achievement and engage youth in meaningful service.*

### **Position Responsibilities**

#### ***Essential Functions:***

- Coordinate and deliver during school and after-school academic support activities with the goal that at least 30 youth (gr. 6-8) will experience academic gains.
- Meet regularly with Youth Success Team to review data and identify youth to serve; track student progress; and determine which interventions to connect to individual students or groups of students.
- Organize activities designed to make learning and being at school more engaging and relevant to youth who are disengaged and at risk of dropping out.
- Develop and organize projects that engage youth participants in at least 20 hours of community service activities during the year as an additional strategy to improve academic success. Lead civic engagement activities with youth, including reflection components.
- Recruit and/or support community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, civic engagement, service and college/career exploration.
- Maintain program records, complete youth assessments and submit weekly and monthly reports using an online database with support from site supervisor and site coordinator.
- Participate in all Alliance and AmeriCorps required meetings and assignments.

#### ***Marginal Functions:***

- Support the goals of the Orono Healthy Youth partnership to evaluate and address the needs of struggling youth and their families including public awareness of positive youth development, communication strategies and outreach.
- Assist supervisor and site coordinator to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.

**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 a variety of tasks, priorities and people in order to meet goals.
- Self-motivated, able to work in a team, take initiative and work independently.
- Able to present oneself in a highly professional manner and be an ambassador of the program
- Promise Fellows may NOT be in school full-time or have another full-time position and serve with the Alliance; Promise Fellow serve in a full time capacity for a minimum of 35-40 hours per week during their term of service.

**Desirable Characteristics:**

- Associates or Bachelor of Arts Degree in community or youth development, education, or related field
- Volunteer experience and desire to develop a strong ethic of service
- Experience working collaboratively with youth and adults
- Commitment to positive youth development
- Has initiative to see and follow through with “next steps” to be taken

**Typical Work Environment:**

- Able to divide time between work with students and office tasks for up to 8 hours per day
- Able to work in environment that is noisy with many young people and adults demanding attention
- Able to work independently without much direction as well as on teams
- Flexibility to work hours needed both during and after the school day to support students

**Benefits:** *As a full-time AmeriCorps member, Promise Fellows serve 1725 hours from August 15, 2012 to August 14, 2013 and receive: Modest Living Allowance (appx. \$450 every two weeks pre-tax); Health Insurance; Qualified Student Loan Deferment; \$5,550 Education Award upon successful completion of a full year of service; Ongoing, extensive support and training*

**To apply, please visit [www.mnyouth.net](http://www.mnyouth.net) for a complete application. In addition applicants should e-mail or send a resume/cover letter to:**

*Melanie DeLuca, Director of Community Education  
705 Old Crystal Bay Rd, Long Lake MN 55356  
Phone & fax: W 952-449-8351, Fax 952-449-8359  
Email: mdeluca@orono.k12.mn.us*

**Please note:**

- *We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.*
- *Reasonable accommodations provided upon request.*

- *This document is available in alternative formats.*