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**AmeriCorps Promise Fellow**

***Position Description***

**Title:**  ***AmeriCorps Promise Fellow***

**Placement Site:** Minnesota Alliance With Youth – Sites located statewide

2233 University Ave West, Suite 235

St. Paul, MN 55114

**Contact:** Hannah Zelmer, [recruitment@mnyouth.net](mailto:recruitment@mnyouth.net), 651-528-8589

Organizational Overview

The mission of Minnesota Alliance With Youth (the Alliance) is to ignite the spark in all young people in Minnesota to become actively engaged, develop strong voices, and acquire the skills needed for success in school, work, and life. In order to ensure all youth achieve success in school, work, and life, we focus on four strategies: 1) strengthening youth success in school and learning, 2) increasing youth contribution through service & leadership opportunities, 3) developing and magnifying youth voice, and 4) advancing collaboration and innovation. As a statewide collaboration of existing organizations, the Alliance offers training, resources, support, and AmeriCorps Promise Fellows to communities that share our vision and want to promote positive youth outcomes, including graduation for all.

Each year over 10,000 youth in Minnesota drop out of school. Minnesota’s academic achievement gap has grown to be the largest in the nation. While Minnesota historically has had higher than average rates of high school graduation, certain sub-groups of youth are dropping out at alarming levels and disengaging from communities. To face this challenge, the Alliance works to support and invest in schools and communities looking to tackle this issue. In particular, the Alliance places AmeriCorps members to serve youth in grades 6 - 10 within communities that have the highest annual high school dropout rates and at the middle schools that feed into those high schools.

**Position Background**

Using a multi-tiered system of support approach, each AmeriCorps member, called a Promise Fellow, works with at least 30 youth to provide integrated youth support interventions. Based on data from schools, AmeriCorps Promise Fellows work with a site coordinator and a school/community team comprised of supervisors, school social workers, and other school personnel to analyze data, make referrals, identifying youth who need support using early warning indicators, known as the ABC’s, (less than 80% Attendance, Behavior referrals, or poor Course performance). AmeriCorps Promise Fellows ensure youth receive a variety of interventions utilizing caring adults, academic support, and service-learning to deliver them in both in school and out of school settings. Interventions focus on creating supports to help youth improve attendance, behavior, and core academic skills.

Position Responsibilities

***Essential Functions:*** Promise Fellows will support and deliver a variety of activities to support students. These activities may include:

* Coordinate and deliver in and out of school time academic enrichment activities with the goal that at least 30 youth in grades 6–10will 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.
* Develop and organize projects that engage youth participants in at least 20 hours of civic engagement and service-learning 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, and college/career exploration.
* Provide attendance and behavior coaching for students targeted for needing assistance as determined through the multi-tiered system of support approach; promote positive behavior expectations.
* Maintain program records, complete ongoing youth assessments and submit weekly and monthly reports using an online database system with support from site supervisor and site coordinator.
* Participate in all required Alliance, AmeriCorps, and Host Site meetings and assignments.

***Marginal Functions:***

* Support teachers and other school and community members to determine the best local dropout prevention strategies, including how community volunteers will help address the needs of the targeted youth.
* Organize field trips and other special events to make learning and being at school more engaging and relevant to youth who are disengaged and at risk of dropping out.

***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
* Ability 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 Fellows in a full time capacity for a minimum of 35-40 hours per week during their term of service.***

**Desirable Characteristics**

* Associates Degree 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 work at a computer 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 as well as on teams
* Work setting may include working in a cubicle and/or sharing office and computer with other members/staff

**Benefits**

*As a* ***full-time*** *AmeriCorps member, Promise Fellows serve 1725 hours from September 1st to July 31st and receive: Modest Living Allowance (approximately $550 every two weeks pre-tax); Health Insurance; Qualified Student Loan Deferment; $5,550 Education Award upon successful completion of service; Ongoing, extensive support and training.*

**Apply online at** [**http://mnyouth.net/work/promise-fellows/serve/**](http://mnyouth.net/work/promise-fellows/serve/)**.**

**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 for interviews and service activities.*
* *This document is available in alternative formats.*