

ACHIEVEMENT CONNECTIONS



AmeriCorps Achievement Connections Campus Volunteer Coordinator Position Description

Compensation:	Service Term:	Service Hours:	Locations:
\$13,992 Living Allowance \$6,095 Education Award Student Loan Forbearance Student Loan Interest Payment Basic Medical Insurance Mileage Reimbursement	Starts: 8/19/2019 Ends: 7/31/2020 Total Hours Required: 1700	40 Hours per week 8:30am – 5:00 pm Some evenings Some weekends	Morgridge Center for Public Service Red Gym Room 154 716 Langdon St Madison WI 53706

Join Our Mission

Achievement Connections is an AmeriCorps program that creates five dedicated math tutoring centers at local high schools. Supervised by school staff and supported by a team of AmeriCorps members and volunteers, these tutoring centers provide one-on-one support to a diverse set of students struggling in Algebra 1 and Geometry. Together with our partners, we aim to help students graduate at the same rate regardless of their race or socioeconomic status, and in doing so, help close opportunity gaps to make Dane County a better place to live.

Achievement Connections is supported by partners across the Dane County community. We are led by the United Way of Dane County, the Madison Metropolitan School District, the Middleton-Cross Plains Area School District, and the Morgridge Center for Public Service at UW-Madison.

The Campus Volunteer Coordinator is an AmeriCorps member whose primary role is to recruit volunteers from UW-Madison campus to serve as math tutors at the high schools. The Campus Volunteer Coordinator is based on the UW-Madison campus in the historic Red Gym and works as part of the Morgridge Center for Public Service team. This highly independent position focuses on recruiting volunteers through collaborations with professors, advising staff, and other campus and student organizations. This AmeriCorps member supports other components of Achievement Connections and the Morgridge Center for Public Service including volunteer orientation, event planning, and campus outreach.

Our Values

Equity

- We speak openly about the opportunity gaps in our community.
- We provide opportunities and spaces for dedicated community members to learn about and act against inequities where they live.

Growth and Learning

- We educate ourselves to become more effective, engaged members of society.
- We are committed to learning and exploring our potential, as we are all works in progress.
- We cultivate a growth-centered environment where we reflect thoughtfully on our experiences.

Connectedness

- We root ourselves in the Dane County community and strive to understand the context of those we serve and partner with.
- We create an environment of well-being by showing up for each other.
- We bring people from all walks of life together around common purposes.

Campus Coordinator responsibilities:

- Develop and refine a comprehensive Achievement Connections tutor recruitment plan for the UW-Madison campus
- Work with program and campus partners to carry out the plan.
- Interview and screen potential volunteer tutors.
- Network and build relationships with groups on campus (centers, departments, student organizations, etc.) that may be interested in collaborating with Achievement Connections.
- Organize and implement volunteer tutor orientations, trainings and year-end celebration with Achievement Connections team.
- Communicate regularly with Achievement Connections coordinators and liaisons regarding volunteer placement and management.
- Work to collaborate with or establish community-based learning courses to support the Achievement Connections program.
- Seek to build partnerships with Registered Student Organizations to support the Achievement Connections program.
- Serve on special event planning and award review committees at the Morgridge Center for Public Service.
- Support the Morgridge Center for Public Service's outreach mission by regularly tabling and giving presentations on behalf of the center throughout the year and at freshmen summer orientations.
- Develop and maintain transition materials for training and sustainability purposes.
- Keep thorough records and complete paperwork in a timely and complete manner.
- Complete all required paperwork and reports in a timely and complete manner.
- Attend and complete all AmeriCorps training and service requirements including orientation, training, team meetings and National Service days.
- Wear approved AmeriCorps gear while performing AmeriCorps service activities or attending official events.

Minimum Qualifications:

- 18 years of age or older at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- High School Diploma or Equivalent.
- College degree or have plans to complete in the near future.
- Able to make a full-time, twelve-month commitment to the position.
- Problem solver who is goal oriented and solution driven.
- Outgoing and enjoy working with adults and youth.
- Able to successfully pass a criminal history background check.
- Regular and reliable attendance.

Preferred Qualifications:

- Strong time-management skills and the ability to balance multiple tasks.
- Excellent public speaking and oral communication skills.
- Strong written and nonverbal communication skills.
- Ability to work both independently and as part of a team.
- Experience in education, youth development, volunteer management, or related field.
- Experience working with or demonstrated understanding of the educational and developmental needs of high school age youth.
- Understanding and experience working in or with the University of Wisconsin – Madison.
- Strong commitment to supporting youth, families, and volunteers from diverse racial/cultural populations.
- Computer proficiency including Microsoft Excel, Microsoft Word, and Internet navigation.
- A somewhat flexible schedule including occasional evening and weekend hours.

To Apply:

Please submit a resume and cover letter to Megan Miller, Assistant Director of Civic Engagement at the Morgridge Center for Public Service at employment@morgridge.wisc.edu. Applications received before April 16, 2018 will be given priority during the review process. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

About United Way of Dane County:

Our Mission - Unite the community to achieve measurable results and change lives.

Our Vision - A Dane County where everyone can succeed in school, work, and life.

Agenda for Change Area: Education - Helping students succeed academically and graduate from high school, prepared for higher education, career, and community.

About the Morgridge Center for Public Service: Since we opened in 1996, the Morgridge Center for Public Service has aimed to connect the University of Wisconsin – Madison campus and the broader community through service opportunities and service learning. We engage students in local and global civic engagement to build partnerships and solve critical issues. We strive to provide a safe, comfortable, and accepting atmosphere for everyone.