

ACHIEVEMENT CONNECTIONS



AmeriCorps Achievement Connections Volunteer Liaison Position Description

Compensation:	Service Hours:	Locations:
\$14,403 Living Allowance (\$12/Hr Equivalent) \$4,546.50 Education Award Student Loan Forbearance Student Loan Interest Payment Basic Medical Insurance Mileage Reimbursement	8:00am – 4:30pm Starts: 8/30/2021 Ends: 6/10/2022 Total Hours Required: 1200 (35/Week) Part-Time Available	La Follette High School East High School West High School Memorial High School Middleton High School

Join Our Mission

Achievement Connections is an AmeriCorps program that creates five 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 Volunteer Liaison is an AmeriCorps member who orients and manages volunteer tutors, and matches those volunteers with students. Placed with a team of AmeriCorps members at one of our five schools and supervised by MMSD staff, this position focuses on supporting volunteer tutors so they can have a productive, meaningful volunteer experience.

Volunteer Liaison Responsibilities:

- Serve as a friendly, professional main point of contact for volunteers and students.
- Work individually and as part of a team to orient, train, and match volunteers with students.
- Support diverse students in a fun and professional manner that encourages their attendance, engagement, and long-term investment in their math learning.
- Ensure that volunteer services align with classroom curriculum and program practices.
- Develop and implement action plans for recognizing and retaining volunteers.
- Assure timely communication of program updates and delivery of materials to volunteers.
- Participate in content creation for program materials and volunteer resources as needed.
- Cooperate with the Campus and Community Volunteer Coordinators to create recruiting and transition plans for each school and assist with volunteer recruiting as appropriate.
- 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.
- Outgoing and enjoy working with adults and youth.
- Able to successfully pass a criminal history background check.
- Regular and reliable attendance.

Preferred Qualifications:

- Self-starter who can work both independently and as part of a team.
- Strong interpersonal communication skills, including writing and public speaking.
- Experience in education, youth development, volunteer management, or related field.
- Comfortable and proficient in math, in Algebra 1 and Geometry.
- Strong time management skills and the ability to balance multiple tasks.
- Strong commitment to working with youth and families from diverse racial/cultural populations.
- Computer proficiency including Microsoft Excel, Microsoft Word, and Internet navigation.
- Somewhat flexible schedule including some evening and weekend hours.

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.

To Apply:

Please apply via Indeed or submit a resume and cover letter to Steve Blankenheim, Senior Director of AmeriCorps Programs at steve.blankenheim@uwdc.org. Email submissions will be given priority. 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. Learn more at

<https://www.unitedwaydanecounty.org/>