



AmeriCorps Member Position Description and Application

Summary:

Earn to Learn FL seeks to help more Florida students pursue postsecondary education. **Currently enrolled college students and recent associate and bachelor's degree recipients** will serve as AmeriCorps Near Peer Success Coaches for Postsecondary Success in selected high schools in Florida, particularly high schools located in communities with low college-going rates and low educational attainment rates. Serving alongside high school counselors and other school professionals, Near Peer Coaches will support students as they make the transition from high school to a postsecondary education institution. Near Peer Success Coaches serve part-time and focus on advising students, especially those from low-income backgrounds, through the complex steps toward college enrollment. Near Peer Success Coaches will provide students and their families with relevant information regarding the benefits of a postsecondary education, preparing for college attendance and the admission and financial aid processes.

Commitment:

Near Peer Success Coaches will commit to an AmeriCorps 900-hour (approximately 15-20 hours per week) term of service from August 2020 through July 2021. **Candidates who are not willing to make a commitment to a full year of service with the program should not apply.** This position includes a mandatory training session that starts Sept. 1, 2020. All training expenses, including room, board and travel, are covered by the program. Successful Near Peer Success Coaches are fully enmeshed in the fabric of the local communities and, as such, Near Peer Success Coaches are encouraged to live in the community in which they are placed. Upon successful completion of the first-year commitment, Near Peer Success Coaches may be invited to return for one to two additional years of service with the AmeriCorps program if they choose.

Primary Responsibilities:

- Interacting on a daily basis with high school students and families in the assigned high school to provide relevant information about postsecondary education and the college choice/financial aid processes. Responsibilities include:
 - Encouraging each student to consider a broad range of appropriate college choices
 - Developing a comprehensive college timeline, including application deadlines for admission and financial aid for each student
 - Helping each student complete and submit admissions and financial aid applications, including Earn to Learn FL Personal Finance Training
 - Facilitating Earn to Learn FL
 - Assisting each student in interpreting correspondence from colleges, including offers of admission and financial aid



- Facilitating group events that encourage students and their families to consider, plan for and apply to colleges and universities, including:
 - Visiting classrooms, assemblies and club meetings to offer services and emphasize the necessity of postsecondary participation
 - Hosting regular workshops for the families of students to discuss topics relevant to college preparation
 - Attending college campus visits and hosting on-site college representative visits

- Establishing productive collegial relationships with principals, school counselors and teachers in assigned high school, as well as community-based college access professionals:
 - Assessing, in consultation with Earn to Learn FL and the high school, the assets and needs of the assigned school, and adapting/adopting programs and activities to reinforce existing efforts to expand the services provided to students and avoid duplication
 - Actively seeking the advice and counsel of the on-site supervisor at the assigned high school and/or community program

- Assisting in the assessment and long-term sustainability of the program:
 - Assisting Earn to Learn FL to identify and collect outcome data
 - Submitting monthly progress reports documenting progress and output data to the program staff
 - Representing AmeriCorps, as requested by the program staff, to potential supporters and other interested parties

- Building and maintaining expertise in admission and financial aid advising:
 - Participate fully in a mandatory training session
 - Training will held be in August 2020
 - Virtual training components throughout the month of August 2020
 - Attending all professional development training sessions provided by Earn to Learn FL
 - In consultation with the program coordinator, seeking out and participating in other opportunities for professional development

Eligibility:

Applicants must be a United States citizen, a national, or a legal permanent resident and at least 18 years of age. Documentation of proof of age and citizenship will be required during the selection process.

Qualifications:

- Associate or Bachelors degree in any subject area with a 2018, 2019 or 2020 graduation date from an accredited college or university **or current college student with no less than 30 college credits**
- Ability to effectively partner with students, faculty and staff, including those from diverse backgrounds
- Previous experience demonstrating strong leadership abilities, influencing others in a positive manner while achieving goals and effectively communicating ideas and generating support for ideas



- Ability to serve independently and analytically, exercise discretion and good judgment
- Excellent verbal and written communication skills
- Proficient computer skills
- Ability to manage multiple projects; strong planning and organizational skills
- Willingness to handle complex and detail-oriented tasks and projects
- High energy, creativity, ability to assume responsibility
- Take initiative and develop new programs within the high school setting
- Successfully pass Federal and State background screenings
- Provide documentation of eligibility for service (e.g. birth certificate, passport, transcripts)
- Dependable transportation to get to and from your service site

Compensation:

Annual compensation will include: Bi-monthly living allowance, post-service education award*, Earn to Learn FL Professional Certificate

**Upon successful completion of the full year of service, members are eligible to receive a Segal AmeriCorps Education Award. The education award may be used to pay educational costs at eligible post-secondary educational institutions to repay qualified student loans. Individuals may only earn the equivalent of two full-time education awards during their lifetime.*

Application Process:

AmeriCorps applications opens: June 1, 2020

Interviews: June – August 2020

Program year start date: August 2020

AmeriCorps Mandatory Orientation training: August 2020

Program year end date: July 2021

To Pre-Apply:

Please submit a current resume, unofficial transcripts, a list of three references and a 300-word essay addressing the following questions:

1. Tell us your college story and how it will impact your role as a college adviser.
2. How will this service position prepare you for your future career goals?

Please submit application materials to Bianca Basch, Program Coordinator, at bianca@earntolearnfl.org. Applications are processed on a rolling basis. Applicants should apply as soon as possible, since interviews for individual high school placements can vary.