



**Summit School District Pre-Collegiate Program
Service Description
AmeriCorps VISTA – Community Outreach Coordinator**

The Summit Pre-Collegiate/AmeriCorps partnership is a collaboration between Summit School District, Summit Pre-Collegiate, and Community Resource Center. Summit Pre-Collegiate is a pre-college preparation program for low-income, First-Generation youth and is seeking applicants for a full-time AmeriCorps VISTA Community Outreach Coordinator for August 20, 2018 through July 15, 2019.

The Community Outreach Coordinator VISTA will help further our ability to deliver services to the youth in our program and their families. In 2018, there will be over 150 students participating in the 6th through 12th grades in Summit County, Colorado and over 100 Pre-Collegiate graduates pursuing post-secondary education.

Service Location: Summit County is a vibrant mountain location that is home to 4 world-class ski resorts in a community of roughly 30,000. With over 300 days of sunshine per year, there is always something fun to do in Summit County! Amongst all the beauty and nature, Summit's community faces a large gap between high income and high poverty. In Summit's low-income communities, youth are faced with tremendous obstacles to academic success, post-secondary educational opportunities and rewarding careers. Serving in Summit County with Summit Pre-Collegiate means providing First-Generation youth with the necessary support and positive relationships needed to close the achievement gap, complete high school prepared, and continue with higher education and fulfilling careers.

Hours per week: 40 hours per week

Reports to: Program Director

Major Responsibilities:

- Plan, publicize, and implement special projects
- Coordinate event logistics including: collecting event RSVPs, organizing event check-in and/or distribution of donated items, and completing project closure
- Support program celebrations, e.g. graduations & new student welcome events
- Recruit, train, and coordinate the efforts of volunteers
- Coordinate volunteer appreciation events and volunteer recognition efforts
- Participate in public events, volunteer fairs, or community presentations to reach local community members and increase awareness of the needs of First-Generation students
- Assist in writing newsletter articles, grants, and assist with website updates
- Identify and/or develop collaborative partnerships in order to provide necessary services to support First-Generation students and their families
- Develop and grow social media presence, maintain regular social media updates/information
- Organize local financial giving campaigns
- Create and manage database of graduated Pre-Collegiate students and scholarships

Primarily Serve/Collaborate With: Summit Pre-Collegiate & Summit School District staff members; Summit Pre-Collegiate Volunteers; University of Colorado; Colorado Mountain College; Summit County Rotary; The Summit Foundation; Other community organizations

Training Opportunities & Professional Development: Leadership & Communication; Diversity & Cultural Competency; Serving low-income, and at-risk youth

Qualifications:

- Excellent written and oral communication skills
- Ability to work well with and coordinate the efforts of diverse donors, volunteers and staff
- Experience in event coordination activities, and working with volunteers
- Ability to meet tight deadlines
- Experience in Microsoft Word and Excel & Google Docs
- College degree

Time Commitment: This is a full-time position requiring approximately 40 hours/week. This position requires flexible hours, and may include occasional evening and weekend commitments.

Location: This position is based at Summit School District, Frisco CO 80443

AmeriCorps VISTA

This position will be filled by an AmeriCorps*VISTA member. To qualify for AmeriCorps*VISTA, you must be a U.S. citizen, U.S. national, or lawful permanent resident, be team-oriented, and be willing to take on a wide range of challenges. Once chosen for this position, if not already a VISTA member, you must go through the necessary paperwork to become a VISTA member. For more information, please visit:

http://www.americorps.gov/for_individuals/choose/vista.asp

Program Benefits: Choice of Education Award (\$5815) or End of Service Stipend (\$1,803) upon successful completion of service, Health Coverage, Living Allowance (\$1085/month), housing assistance (\$500/month) Professional Development/Training.

Service Term: August 20, 2018 – August 20, 2019

Application Requirements:

To apply, please visit <https://my.americorps.gov/mp/listing/search.do?&criteria.programState=CO> and find the Summit Pre-Collegiate Community Outreach Coordinator position listing and complete a full application through AmeriCorps VISTA. Please contact Jenia Hooper at hooper@crcamerica.org if you have any questions.

Community Resource Center: This AmeriCorps VISTA position is managed through the **Rural Capacity Building VISTA Project** of the Community Resource Center (CRC). CRC provides this resource to its partners in rural communities, and manages the recruitment, orientation, and reporting required for VISTA members. Summit Pre-Collegiate serves as a sub-site of the Project, and will provide project and on-site supervision of the Community Outreach Coordinator.

For More Information

Summit Pre-Collegiate: www.summitk12.org/pre-collegiate-program-1-a33ed6ff#

Community Resource Center: www.crcamerica.org