



**University of Vermont Upward Bound
Summer Program Activities Coordinator
Summer 2017**

This position is part of The **Vermont Campus Compact (VCC) AmeriCorps Pathways Program**, hosted by the Vermont Higher Education Council (VHEC). VCC AmeriCorps is a state-wide AmeriCorps program. The program is designed to partner with college campuses and community partners across Vermont in order to A) increase college aspirations and readiness among low-income and rural youth, and B) increase college persistence, retention, and success among first-generation and otherwise underrepresented college students.

The University of Vermont TRIO Upward Bound Program is a federally funded program for low-income, potentially first-generation high school students. Our mission is to provide the necessary skills and motivational activities to help our participants complete high school and then enroll in and graduate from college.

The AmeriCorps Summer Program Activities Coordinator will begin in mid-May and serve through mid-August. From June 12–July 28, 2016 we will offer a six-week, non-residential summer program (referred to as Summer College) on the UVM campus for up to 50 high school students from Burlington and Winooski High Schools.

Position Description:

The Activities Coordinator assists with implementing a range of enrichment services and activities geared towards first-generation college students who are Upward Bound participants enrolled in the Summer Program. The Activities Coordinator will participate in Vermont Campus Compact's College Positive Volunteerism (CPV) trainings and will incorporate these attitudes and activities into his/her service with Upward Bound participants.

The Activities Coordinator will serve directly with program participants during the entirety of the summer program, (primarily low-income and first generation students) and will assist with the planning and evaluation of summer program field trips, events, and activities including college campus visits, community service projects, career exploratory events, leadership development activities, and recreational opportunities.

Included in these activities will be a leadership trip (June 19-23) with Vermont high school students to Washington, DC to explore area colleges and visit local museums.

The Activities Coordinator will be responsible for creating an atmosphere of safety, trust, and respect among residential staff and Upward Bound students, dealing with conflicts and disagreements in a timely and fair manner. He/she will work together with program staff to serve as advisors, tutors, educators, and role models to Upward Bound students. Some evening and weekend hours will be required.

The Activities Coordinator will maintain accurate quarterly reporting information as requested by Vermont Campus Compact (VCC); comply with VCC AmeriCorps and Upward Bound reporting policies; submit bi-weekly AmeriCorps timesheets via OnCorps, and participate in orientations, trainings, and reflective activities hosted by VCC AmeriCorps.

Desired Qualifications:



Enrolled in a Bachelor degree program with minimum third year credits status preferred. The successful candidate has demonstrated a commitment to addressing diversity concerns as well as sensitivity to individuals who have limited income and/or are from educationally disadvantaged backgrounds. Training and/or experience in designing enrichment programs and activities as well as knowledge of adolescent issues and needs desirable. Valid driver's license and clean driving record are required.

Minimum Qualifications:

- Be US citizen (or have permanent resident status);
- Be at least 18 years of age upon entering the Pre-Service Orientation (there is no upper age limit), or 17 years of age with written parental permission that has been verified by phone;
- Be a high school graduate or have a GED certificate, or be willing to work towards their GED as part of their service-year successful completion requirement. A member cannot have dropped out of high school to join AmeriCorps. If a member has a documented medical reason/professional opinion why they cannot finish high school, they might be eligible; call in this case;
- Willing to undergo a National Service Criminal History Check, (National Sex Offender Registry, State Criminal History, and FBI Criminal History Check), Elder and Child Abuse Registries, and has not been convicted of murder or sexual assault;
- Committed to the VCC AmeriCorps program, and its ethic of service and personal and professional development of its participants;
- Have the ability and enthusiasm to drive to, attend, and participate in required trainings and events, and be prepared to drive up to 2-3 hours each way, (members will be reimbursed by VCC AmeriCorps for non-commuting travel to these trainings and events.)

Position begins **May 22, 2017** and ends **August 11, 2017**. (VCC will host a new member orientation for all members on May 22, 2017.)

This position is:

X Quarter Time: Requires 450 hours of service. Member will receive a living allowance of \$2,500 (pre-tax), and an education award of \$1,527.78 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities. This position also has the option of UVM housing.

This position (check one)

does

does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

Application:

Submit a Letter of Interest, resume, and the name/contact information of 3 references to:

Xavier De Freitas, Upward Bound
Living/Learning Center 234
University of Vermont



Burlington, VT 05405

Xavier.DeFreitas@uvm.edu

Application deadline: **April 1, 2017**

Additional information on AmeriCorps is available at www.americorps.org.

The Vermont Higher Education Council (VHEC) is sponsoring this AmeriCorps position through their AmeriCorps Program. VHEC is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.