

Pima Prevention Partnership *AmeriCorps Position Description*

Prepare Arizona students for workforce success and continuous learning.

Position Title: AmeriCorps Member, Counseling Support and ECAP Catalyst (Quarter-Time)

Completion of **450 hours of service by August 31, 2019**. Average of **12 hours** per week.

Living Allowance; Up to **\$3,375.00**

Education Award after completion of service; **\$1,250.00**

Education and/or Experience:

High school diploma or general education degree (GED) required. Some college preferred.

Duties and Responsibilities:

The AmeriCorps counseling support catalyst will be responsible for assisting a classroom teacher in the general supervision and management of the classroom. The AmeriCorps member will:

- Have access to vulnerable populations
- Assist with planning and preparing the learning environment, setting up interest centers and preparing needed materials and supplies.
- Assist the academic counselor by performing clerical tasks, including filing student records, taking attendance, making copies of tests and other instructional paperwork, checking and grading student assignments, distributing classroom-related materials, setting up bulletin boards and other appropriate tasks.
- Maintain a professional attitude and loyalty to the school.
- Treat all students with dignity and respect.
- Maintain confidentiality about students, their families, and other employees outside of the school.
- Assist with supervising activities.
- Assist with helping with operating special equipment used for instruction, including computers, televisions, projectors, smart boards, cassette tape/or CD recorders and players, VCRs, DVD players and other audiovisual equipment.
- Follow directions given by the academic counselor or immediate supervisor.
- Attend required conferences, trainings, and staff meetings when needed.
- Through collaborative partnership, this project will help support and strengthen the Arizona Department of Education's (ECAP) Education and Career Action Plan process, a college and career ready state initiative.
- This includes support for student's multiple pathways to prepare Arizona high school students for economic success. Additionally, assist with implementation of Arizona's Career Ready and Arizona's Middle School CAP programs so that Arizona Department of Education provides high-quality college and career development for Arizona educators.

Skills and Abilities

- Excellent oral and written communication skills.
- Typing 40 wpm minimum.
- Ability to relate well to youth.
- Must be able to obtain a valid AZ Driver's License. Must meet requirements as set forth by Pima Prevention Partnership to drive company vehicles.
- Ability to communicate clearly and concisely
- Must be able to work evenings and weekends
- Enthusiasm for community development and service programs
- Ability to be flexible when working with individuals and groups
- Ability to be a self starter and take initiative
- Accepts responsibility and is self-motivated
- Ability to multi-task and have time management skills

- Extensive experience working with youth
- Strong verbal and writing skills
- Proficient in interpreting raw data into graphs or other visual aids
- Ability to be a team player
- Once trained, possess the ability to complete projects independently
- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Ability to perform recurring tasks while maintaining a standard of excellence at all times
- Excellent overall computers skills including Microsoft Office, databases, and spreadsheets
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Must be able to use the following equipment: personal computer, including spreadsheet, word processing; telephone; switchboard; calculator; typewriter; and copy machine.
- Ability to work a flexible work schedule, including some evenings, and weekends.
- Must be able to obtain or current certification in Standard First Aid and CPR
- Must be able to obtain a Fingerprint clearance card

Physical Requirements:

Must be at least 18 years of age.

The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must, on a daily basis, lift and/or move up to 25 pounds several times a day. Specific vision abilities required include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

