AmeriCorps Achievement Connections
Campus Volunteer Coordinator Position Description

Compensation:
- $13,732 Living Allowance
- $5,920 Education Award
- Student Loan Forbearance
- Student Loan Interest Payment
- Basic Medical Insurance
- Mileage Reimbursement

Service Term:
- Starts: 8/20/2018
- Ends: 7/26/2019
- Total Hours: 1700

Service Hours:
- 40 Hours per week
- 8:30am – 5:00 pm
- Some evenings
- Some weekends

Locations:
- Morgridge Center for Public Service
- Red Gym Room 154
- 716 Langdon St
- Madison WI 53706

Program Overview:
Achievement Connections is an AmeriCorps program that provides five dedicated Math tutoring centers at local high schools focused on providing one-on-one support for students in Algebra 1 and Geometry. AmeriCorps Members at the tutoring centers, supervised by a Tutor Coordinator, work as a team to provide support to students through math tutoring, class observations, communication with teachers, development of foundational math skills, and volunteer management to help serve students. Two AmeriCorps Members - the Community and Campus Volunteer Coordinators - serve the program by recruiting volunteers from the community to serve as math tutors at the high schools. Achievement Connections is an AmeriCorps program 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.

Serving with Achievement Connections, you will learn collaboration and leadership skills to boost your career, and make lasting friendships while moving your community forward. AmeriCorps engages more than 80,000 Americans in intensive service each year at 21,600 unique sites across the country including nonprofits, schools, public agencies, and community and faith-based groups. AmeriCorps places thousands of adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.

Campus Coordinator responsibilities:
- Develop and refine a comprehensive Achievement Connections tutor recruitment plan for the UW-Madison campus
- Work with program and campus partners to carry out the plan.
- Interview and screen potential volunteer tutors.
- Network and build relationships with groups on campus (centers, departments, student organizations, etc.) that may be interested in collaborating with Achievement Connections.
- Organize and implement volunteer tutor orientations, trainings and year-end celebration with Achievement Connections team.
- Communicate regularly with Achievement Connections coordinators and liaisons regarding volunteer placement and management.
- Work to collaborate with or establish community-based learning courses to support the Achievement Connections program.
Seek to build partnerships with Registered Student Organizations to support the Achievement Connections program.

Support volunteer retention efforts through ongoing communication efforts including a regular newsletter.

Serve on special event planning and award review committees at the Morgridge Center for Public Service.

Support the Morgridge Center for Public Service’s outreach mission by regularly tabling and giving presentations on behalf of the center throughout the year and at freshmen summer orientations.

Develop and maintain transition materials for training and sustainability purposes.

Keep thorough records and complete paperwork in a timely and complete manner.

Complete quarterly, annual, and other reports as required by supervisor.

Complete all required paperwork and reports in a timely and complete manner.

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.
- Able to make a full-time, twelve-month commitment to the position.
- Problem solver who is goal oriented and solution driven.
- Outgoing and enjoy working with adults and youth.
- Able to successfully pass a criminal history background check.
- Regular and reliable attendance.

**Preferred Qualifications:**
- Strong time-management skills and the ability to balance multiple tasks.
- Excellent public speaking and oral communication skills.
- Strong written and nonverbal communication skills.
- Ability to work both independently and as part of a team.
- Experience in education, youth development, volunteer management, or related field.
- Experience working with or demonstrated understanding of the educational and developmental needs of high school age youth.
- Understanding and experience working in or with the University of Wisconsin – Madison.
- Strong commitment to the missions of the Achievement Connections program, United Way of Dane County, and Morgridge Center for Public Service.
- Strong commitment to supporting youth, families, and volunteers from diverse racial/cultural populations.
- Computer proficiency including Microsoft Excel, Microsoft Word, and Internet navigation.
- A somewhat flexible schedule including occasional evening and weekend hours.

**To Apply:**
Please submit a resume and cover letter to Megan Miller, Assistant Director of Civic Engagement at the Morgridge Center for Public Service at employment@morgridge.wisc.edu. Applications received before April 22, 2018 will be given priority during the review process. 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.

**About the Morgridge Center for Public Service:** Since we opened in 1996, the Morgridge Center for Public Service has aimed to connect the University of Wisconsin – Madison campus and the broader community through service opportunities and service learning. We engage students in local and global civic engagement to build partnerships and solve critical issues. We strive to provide a safe, comfortable, and accepting atmosphere for everyone.