

MEMBER POSITION DESCRIPTION — SC COMMISSION ON HIGHER EDUCATION AMERICORPS GRANT POSITION

COLLEGE AND CAREER OPPORTUNITY COACH (CCOC)

Service Site: Denmark-Olar High School

Service Site Address: 197 Viking Circle, Denmark SC 29042

Site Supervisor/Title: Dr. Deonia Simmons/Principal

Service Position Type: Quarter Time (450 hours)

Term of Service: 21 Weeks (AY 2019-20; Jan 2020 – June 2020)

Average Weekly Service Hours: 22 hours per week

Program Overview:

The SC Commission on Higher Education Americorps program will focus on increasing the post-secondary education enrollment rate in targeted high schools across South Carolina. The program will focus on assisting an identified cohort of students through the various parts of the college access process, taking the students from the identification of colleges or programs the student may be interested in pursuing, to the eventual acceptance into a school or program. The program will focus on helping students who need assistance navigating this process.

AmeriCorps Member Position Overview:

The College and Career Opportunity Coach (CCOC) will work with an identified cohort of students to determine which post-secondary institution or program best fits their needs. The CCOC will then work with the student through all phases of entering post-secondary education or training, including identifying the school of choice, gaining access to funding to pay for post-secondary education, increasing their standardized test score and developing tools that will ensure success once they are enrolled in a post-secondary institution.

Minimum Requirements:

- Be at least 17 years of age or older
- Have or be working towards a high school diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

- Related professional experience.
- Knowledge of school based policies and practices.
- Experience with grant reporting.
- Experience working with personally identifiable information and demonstrated knowledge of practices to maintain security of data.
- Experience with working with middle/high school students.
- Knowledge and use of current Microsoft Office and its applications.



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Essential Functions:

- Adhere to responsible work habits, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Members are required to complete and submit a biweekly timesheet to the appropriate onsite supervisor and AmeriCorps Director at the SC Commission on Higher Education for signature and approval.
- Members must have a strong commitment to community service, to communicating effectively with staff, with fellow members, community partners and AmeriCorps staff. Members must also exhibit a strong work ethic (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Members are required to adhere to all codes of conduct and or related policies and procedures of high school site/district and AmeriCorps.

Essential Functions of the Position:

State Level:

- Participate in meetings, trainings, and phone calls with the SC Commission and CHE AmeriCorps Director.
- Submit applicable reports to the SC Commission and CHE AmeriCorps Director.
- Attend applicable national trainings and conferences.

Community Level:

- Serve a targeted number of students in high school to navigate the college access process.
- Work with local school district and high school on the needs of targeted students and families to support the development of the AmeriCorps program.
- Assist in identifying potential sources of program match for program.
- Research community assets in the following focus areas:
 - Youth development organizations
 - Afterschool programs
 - Community and Faith Based organizations serving at risk and rural youth and families
- Identify potential community partners that would help to support AmeriCorps programs.
- Hold and manage presence at public events in school and county to educate about AmeriCorps program and services offered.
- Participate in extensive College Board Opportunity Scholarship training and Go Alliance Academy classes.
- Participate in September 11th Day of Remembrance and Martin Luther King Jr. Day of Service events, which may take place on a weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

Additional Responsibilities:

Although not essential position functions, the College and Career Opportunity Coach may be responsible for the following as needed:

- Assist other departments in major projects as needed as it relates directly to the AmeriCorps program.
- Participate in outside service activities approved by the program's director.
- Participate in recruitment fairs for the AmeriCorps Program
- Assist in developing activities for national days of service (September 11th National Day of Service and Remembrance and Martin Luther King, Jr. Day of Service).



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Physical, Emotional, and Intellectual Demands:

To perform the services successfully, the AmeriCorps Member should demonstrate the following competencies to perform the essential functions of this position:

- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Work Independently** – The ability to be a self-starter and accomplish tasks independently and without constant direct supervision.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion and allows ample opportunities for a supervisor to adjust deadlines
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the service done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
- **Awareness and Sensitivity to the External Environment** – Situational awareness; is aware of the organizations that they represent, including the United Way Association of SC, AmeriCorps SC, CNCS, and the Host Site's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of those organizations.
- **Sedentary Service Environment:** Member is required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally and all other sedentary criteria are met.
- **Physical Activities:**
 - Manual Dexterity: Picking, pinching, typing or otherwise serving, primarily with fingers rather than with the whole hand or arm as in handling.
 - Communicating: Expressing or exchanging ideas. Activities must convey detailed or important spoken instructions to others accurately, loudly or quickly.
 - Listening: Ability to receive detailed information through appropriate communication.
- **Visual Acuity:** Member is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
- **Service Conditions:** Member is subject to both inside and outside environmental conditions.

Benefits:

- The weekly living allowance for this position is **\$159.50** distributed on a bi-weekly basis and may not exceed **\$3349.50** for the term of service.
- This position is eligible for an Education Award up to **\$1,1612.43**. Please visit <https://www.nationalservice.gov/programs/ameri-corps/segal-ameri-corps-education-award> for additional information on the education award.

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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