



## AMERICORPS DISCOVERY FELLOW LEADERS INITIATIVE POSITION DESCRIPTION

*Can you imagine being part of a passionate team working to eliminate barriers to science education as part of a national movement for the development of healthy communities?*

At Ocean Discovery Institute we use science to engage young people from urban, underserved backgrounds and empower them to transform their lives, their community, and ultimately our world as scientific and conservation leaders. We've received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring, and most recently were recognized as a [CNN Hero](#).

We're looking for diverse, dedicated, and driven talent to help us deliver exceptional programming to these young people, and you'll be joining us at an exciting time. We are opening a state-of-the-art science education facility, our [Living Lab](#), in the heart of one of San Diego's most underserved communities, enabling us to serve all 20,000 students in our school shed. You'll not only serve the community, you'll become a part of it.

As the AmeriCorps Discovery Fellow for the Leaders Initiative, you'll support our community overcoming odds to fulfill their dreams of science careers and better futures for their families. This is hard, but rewarding work. Individuals in this position gain professional skills over a two-year period to help them succeed in their next steps upon completion of service.

### **OUR COMMITMENT TO YOU**

- First year of service: foster management and interpersonal skills, while developing projects that offer new skills and experience needed for intended career path.
- Second year of service: grow your leadership through mentoring, increased programmatic responsibilities, and personal development based on individual interests and intended next steps.

### **ABOUT US**

- We believe in our students so they can believe in themselves.
- We value learning, diversity, stewardship, leadership, and passion.
- We do what we say we will do.
- We develop our staff as leaders.
- We build authentic relationships.
- We make an impact on young lives by working as a professional, energetic, and highly successful team.

### **ABOUT YOU**

#### **Responsibilities/Deliverables:**

#### Leadership

- Coach program participants who demonstrate low academic performance.
- Facilitate and lead annual college trip to UC Santa Barbara with approximately ten 11<sup>th</sup> grade students.
- Conduct yearly recruitment of middle and high school students to join Leaders Initiative programs.
- Supervise after school community service opportunities (1-2 days a week).
- Manage volunteer tasks for the Leaders Initiative team and national days of service.

#### Administrative

- Manage social media of the Leaders Initiative student network to share college and career opportunities.
- Facilitate case management and data management.
- Foster relationships with students and families by providing program updates, offering opportunities, etc.
- Provide support for program and organizational events and other duties on a need-be basis.

### Additional Opportunities

- During the summers, the Fellow transitions roles to be a coordinator for the Leaders Initiative's BAHIA program. Responsibilities include: leading program components; coaching students; communicating with families; managing field station spaces; and supporting the program as needed.
- Fellow will have opportunities to participate in optional excursions which may include snorkeling trips, overnight trips, day field excursions, etc.

### **Requirements:**

- College graduate with a bachelor's degree.
- Highly proficient in Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Pass a fingerprinting / background check.
- Reliable transportation preferred, with valid Driver's License, vehicle insurance, and clean driving record.
- Ability to travel internationally.

### **Qualifications:**

- Passion for, commitment to, and understanding of AmeriCorps mission and volunteer service.
- Demonstrate a deep understanding of the community we serve, such as graduating from our programs; living in the community of City Heights; or living in or from a community similar to City Heights.
- Dedicated to the concept of promoting equal opportunity for under-represented students.
- Health conscious and excellent physical condition to work in outdoor and remote locations.
- Ability to work as part of team in a fast paced, dynamic work environment.
- Fluent in Spanish; proficient written and verbal communication skills.

### **TIME COMMITMENT**

- 1-2 years of full-time service (approx. 40 hrs/week). A second year is optional and highly encouraged.
  - Summer commitment includes 5 weeks of service working and residing in Bahía de los Angeles, Baja California, Mexico, all expenses covered.
- Some evening and weekend service required.

### **AMERICORPS CONTRACT**

Each service contract includes the following benefits as set by AmeriCorps:

- Living Allowance.
  - Approximately \$12,530 per year (subject to change) paid on a bi-weekly basis.
  - Subject to all applicable federal, state and local income taxes.
- Segal Educational Award.
  - Approximately \$5,730 for "Full-Year" (1700 hrs) upon completion of each service contract.
  - Hours are a minimum for eligibility, full completion of the service year is required.
- Health Care Supplement.
- Potential for Student Loan Deferment.
- To learn more about AmeriCorps and the benefits highlighted above please visit:  
<http://www.nationalservice.gov/programs/ameri-corps> or contact site director, Roger Briceno, Notre Dame Mission Volunteers AmeriCorps @ [rbriceno@ndmva.org](mailto:rbriceno@ndmva.org) or (323) 753-3210.

### **Ocean Discovery Benefits and Provisions:**

- 1-2 weeks of time off (Dec. & Aug.).
- Annual uniform and dress code stipend.
- Possibility of 1-3 weeks paid hourly work (minimum wage) outside of existing role at the end of a service year

### **START DATE**

September 2017

### **HOW TO APPLY**

Submit resume, cover letter, and 2-3 professional references to Christina Contreras, College and Career Coordinator, [ccontreras@OceanDI.org](mailto:ccontreras@OceanDI.org). (EEO Employer)