



## AMERICORPS DISCOVERY FELLOW POSITION DESCRIPTION

### **Can you imagine being part of a national model for engaging underrepresented students in science and conservation?**

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 are honored and proud to have received the Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring given by President Obama. The National Oceanic and Atmospheric Administration has also recognized that our model is at the vanguard of innovation and impact and has invested in replicating this work in other regions of our nation.

The AmeriCorps Discovery Fellow is on the front lines of providing exciting and inspiring instruction to students attending public school in City Heights, to empower them to Believe, Achieve, and Lead.

As an AmeriCorps Discovery Fellow, you'll gain professional skills in education, science, student management, and nonprofit management that will prepare you to take the next steps in your career pathway.

### **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.

### **Responsibilities/Deliverables:**

- Provide direct hands-on instruction, teaching STEM and conservation concepts in the classroom and field, to elementary and middle school students from an underserved community.
- Assist with program evaluation and development.
- Assist in program coordination such as supply management, curriculum development, student management, student support, scheduling, and volunteer management.
- Assist in developing program management systems (e.g., create protocols, spreadsheets).
- Engage volunteers in order to generate ideas, facilitate needed activities, and strengthen relationships.
- Because of the organization's size and nature, other duties will be required on an *ad hoc* basis (e.g. special event support).

### **Requirements:**

- College graduate with a bachelor's degree, or working towards completion by August 2018
- Highly proficient in Microsoft Office including Word, Excel, Outlook, and PowerPoint.
- Pass a fingerprinting / background check.
- Have reliable transportation, valid Driver's License, vehicle insurance, and clean driving record.

**Qualifications:**

- Passion for, commitment to, and understanding of Ocean Discovery and AmeriCorps missions and 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.
- Ability to work as part of team in a fast paced, dynamic work environment.
- Proven ability to know and effectively use resources, and takes initiative.
- Interest in Science and / or Science Education.

**Desired Skills/Experience:**

- Fluent in Spanish; proficient written and verbal communication skills.
- Strong swimming ability.
- Health conscious and excellent physical condition to work in outdoor locations.
- Experience with Ocean Discovery Institute, either as a program participant, or volunteer.

**TIME COMMITMENT**

- Two years of full-time service (approx. 40 hrs/week), 2 separate AmeriCorps contracts.
- Some evening and weekend work required.

**AMERICORPS CONTRACT**

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

- Living Allowance.
  - Approximately \$13,732 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 \$5,920 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/amicorps> 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**

November 5<sup>th</sup>, 2018

**HOW TO APPLY**

Submit resume, cover letter, and 2-3 professional references to [Jobs@OceanDI.org](mailto:Jobs@OceanDI.org) .

(EEO Employer)