



Start Date: August 28, 2017

MUST Hire By August 4! (APPLY NOW!)

Location: St. Paul, MN

K-7 Public Charter School

At West Side Summit, our mission is to empower students to find joy in learning and develop the academic efficacy necessary to prepare them for the rigors of a college education and beyond.

Our vision is to be a proof-point for Minnesota that all children, regardless of zip code or socioeconomic status, deserve a high quality education, and that all students can achieve a high level of academic success when we hold high expectations for them and honor their potential for greatness.

Applications are reviewed on a rolling basis. This is a Federal AmeriCorps VISTA position, so you must create an AmeriCorps account and apply through the online posting here:

<https://my.americorps.gov/mp/listing/viewListing.do?id=66129&fromSearch=true>.

Questions about this position or the application process should be directed to info@westsidesummit.org.

West Side Summit seeks a personable, ambitious, and social-justice oriented individual committed to closing achievement and opportunity gaps for low-income students in Saint Paul. Our VISTA Community and Volunteer Coordinator will build a robust network of community and volunteer supports for the students of West Side Summit to support their academic, social, and emotional growth. More specifically, the Community and Volunteer Coordinator will coordinate with multiple staff members, including teachers and administrators, to ensure that volunteers are doing meaningful and lasting work at our school. The coordinator will build a tutor/mentor program from scratch that supports student reading and socio-emotional growth. They will also build relationships with community members and organizations to extend the school's network and build support for the school

Major Responsibilities

❖ Volunteer Coordination

- Design a volunteer tutor/mentor program that supports student reading and socio-emotional growth
- Develop and execute volunteer recruitment plans and strategies
- Work with teaching staff to identify students in need of tutoring/mentoring and match volunteers to classrooms
- Work with administrative staff to identify volunteer needs in areas of school operation
- Train volunteers to be effective tutors/mentors and develop a pipeline of volunteers to support the school long-term
- Manage operational systems for all volunteer programs and provide on-going oversight
- Gather and analyze feedback on volunteer programs

❖ Community Outreach

- Conduct stakeholder interviews and surveys to understand public perception of the school

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- o Implement outreach strategies to inform community members of the school and mission and build community consensus around academic excellence
- o Build relationships with community members and organizations to extend the school's network and build support for the school (volunteer pipelines, donations, new student interest)
- o Build relationships with businesses and colleges to provide mission-aligned college-focused field trips, presentations, and assemblies for our students

Expectations

All West Side Summit staff will understand and uphold the following professional expectations:

- Arrive to school on time and remain for the entirety of the school day.
- Attend all staff meetings.
- Maintain prompt, open and honest communication with all students, parents, and fellow staff members.
- Accept the school as entrepreneurial environment and play a positive role in guiding school development and adapting as the school matures.

Qualifications

- Alignment with our mission and vision.
- Bilingual in Spanish and English (highly preferred)
- Knowledge of Saint Paul and the West Side neighborhood (highly preferred)
- Prior experience building curriculum for adults or children
- Have an understanding of the emotional and social needs of children in grades K-6 (highly preferred)
- Previous experience as a volunteer
- Proficiency with Microsoft Office programs and the internet
- Bachelor's degree preferred but not required
- Experience leading projects
- Energetic, outgoing, and easily able to build relationships with new people
- Excellent oral and written communication skills
- Strong critical thinking and problem solving skills
- Deep sense of personal responsibility for achieving the school's mission and a "Whatever It Takes" mindset

Compensation

This is a position with the Saint Paul VISTA Program. Our VISTA member will be placed at and work at West Side Summit, but will officially be enrolled in a service program and receive compensation from the federal government's public service organization, the Corporation for National and Community Service (CNCS). You can learn more about VISTA and the Saint Paul VISTA Program at www.saintpaulvista.org.

VISTA members receive the following service benefits:

- Living Allowance of \$11,796 for 12 months of service (paid bi-weekly)
- Education Award (\$5,750) or end-of-service stipend (\$1,500), upon successful completion of service
- Health benefits
- Federal student loan forbearance and interest accrual payment

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- 10 days of personal leave, 10 days of sick leave, and site-observed Federal holidays
- Extensive professional development opportunities (group and individual)
- \$550 relocation allowance (if moving more than 50 miles to serve), if eligible
- Up to \$400 per month, per child, in child care reimbursement, if eligible

*** CNCS recruitment and Pre-Service Orientation dates are subject to change, which can affect member pre-enrollment, Saint Paul VISTA Program Orientation dates and VISTA members' first day on-site.*