

**POSITION DESCRIPTION ~  
AmeriCorps CalPREP  
(Promoting College Ready Environments through Mentoring Partnerships)**

**AmeriCorps CalPREP Fellow positions are ten month service opportunities through AmeriCorps, a national service organization.**

**Position Summary:** CalPREP Fellows will increase college readiness of students in partner organizations by initiating youth-mentor matches. Additionally, CalPREP Fellows will build capacity within the Partner Site volunteer program to provide the support, skills and resources volunteer mentors need to be successful.

As a CalPREP Fellow, you will work as a part of a team, coordinating mentorship and volunteering programs by coaching and supporting a cadre of mentor volunteers. Your primary role is establishing meaningful mentoring relationships that will increase college knowledge, student grades, and test scores. This position is a valuable opportunity to develop and apply your leadership and youth work skills to make a lasting difference in the lives of children, their families, and the local community.

HandsOn Inland Empire is looking to recruit three CalPREP (Promoting College Ready Environments through Mentoring Partnerships) Fellows to be placed at a variety of non-profits in the Inland Empire. HandsOn Inland Empire is the volunteer department of Inland Empire United Way.

**Major Duties:**

- AmeriCorps CalPREP Fellows will implement a volunteer program focusing on High-Value Volunteers (HVV) and one-time volunteers
- Develop and implement a volunteer program.
- Track volunteer program and infrastructure development at the Partner Site.
- Serve side-by-side with volunteers to provide guidance, to better understand the clients' needs, and to improve the volunteer experience.
- Build and track development of new business partnerships that provide augmented programmatic and fiscal resources for the Placement Site.
- Participate in all program required trainings and development opportunities, including orientation, statewide, and regional trainings.
- Completion of AmeriCorps paper work in a timely and organized manner.

**Secondary Duties:**

- Positively represent CalPREP in a variety of settings, including recruitment opportunities, staff meetings, trainings, and service events.
- Assist with other family involvement/community building activities at the Partner Site.

**Work Environment:** Duties take place at multiple site locales throughout California with training seminars at designated locations. Position requires occasional travel. Must be able to work indoors and outdoors, as well as some night and weekend hours.

**Schedule Requirements:**

- Full time, ten-month commitment with a minimum of 1700 hours that may include evenings and weekends.
- Must maintain regular and acceptable attendance at such levels as determined by the Program Director at supervising site.

**Minimum Qualifications:**

- Must be at least 18 years of age.
- Bachelors degree required.
- Must clear a criminal background check (DOJ and /or FBI; National Sex Offender Public Website Database).'
- Must obtain CPR/First Aid certification within 2 months of starting.
- Ability to create positive relationships with site staff.
- Must have strong written and verbal communication skills.
- Ability to work independently and as a member of a team.
- Strong organizational skills and the ability to effectively handle multiple tasks.
- Possess leadership and interpersonal skills to work effectively with the team.
- Ability to problem-solve and approach situations creatively.
- An interest in and/or a background in community service and volunteerism.

**Other Member Requirements:**

- Must provide current photo ID, signed Social Security Card, and proof that s/he is a US Citizen, a US National, or a Legal Permanent Resident before or at the time of sign-up.
- Must complete DOJ and/or FBI live-scan fingerprinting after sign-up.

**Mental / Emotional Agility Requirements:**

- Must be able to adapt to change in work environment, accept criticism and feedback, effectively handle multiple tasks and competing demands, work cooperatively in group situations, and work actively to resolve conflicts.
- Must work well with others on a team.

**Safety Requirements:**

- Ability to be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the program's safety policies and rules.
- Be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.

**Physical Requirements:** Meet the program essential job functions; reasonable accommodations available upon request.

**Compensation/Benefits:**

- Fellows receive a living stipend of \$14,000 during the ten month term of service.
- Upon completion of the ten months and 1700 hours of service, fellows will receive an education award of \$5,550 to be used towards education and/or student loans.
- Members will receive health coverage.
- Members can receive childcare assistance if eligible.