

## WACC AmeriCorps VISTA Position Description

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**Host Site Name:** Whatcom Community College  
**Department:** Outreach  
**Position Title:** Youth Connections Coordinator

**Project Title:** Youth Connections  
**Project Supervisor:** Grace Jones

### Position Summary:

The Youth Connections Coordinator will serve at Whatcom Community College in Bellingham, Washington. The VISTA member will aim to connect out-of-school youth, homeless youth, and incarcerated youth with college access by creating a program focusing on connecting students to their life-long goals and strengths through financial literacy, application process, high school diploma/GED obtainment, college knowledge, educational planning, and visits to college campuses. The strategy for implementation of this program is to develop workshops for disengaged youth focusing on the areas of college exposure and access to resources. Additionally, the VISTA member will reach out to community partners to deliver workshops to identified youth and work with a one-on-one mentor to establish a trusting relationship to foster connection and build success. The VISTA Youth Connections project will carry out this strategy through a variety of workshops focusing on meeting the program outcomes: increased exposure to college for disengaged youth, increased number of disengaged youth doing educational planning, improved access to educational resources for disengaged youth, increased knowledge of college processes and financial literacy, and mentor recruitment and retention.

### Major responsibilities and activities:

- Create an advisory committee, including (but not limited to) community partners, high school counselors, former disengaged youth, and WCC faculty and staff
- Develop community assessment plan in collaboration with Associate Director for Outreach
- Develop curriculum in collaboration with WCC faculty and staff informed by the community assessment
- Develop partnerships in the community and on campus
- Create mentor recruitment plan
- Recruit and train local college students to serve as mentors
- Plan campus visits and education workshops
- Create mentor handbook
- Create mentor training plan
- Plan field trips and workshops
- Assess program

**Term of service:** 365 days, averaging 40 hrs /week

**Location:** Bellingham, WA

### Qualifications:

- Associate or Bachelor's Degree
- At least 18 years of age, U.S. citizen, U.S. national, lawful permanent resident, or person residing legally in Washington State
- Ability to make a full-year commitment
- Interest and/or experience in community service and/or community development
- Effective oral and written communication skills with diverse populations, including multicultural experience and cross-cultural communication skills
- Proficient in Google platform, MS Office, Adobe products, social media, and database management

- Ability to organize, prioritize and perform multiple work assignments
- Ability to work evenings and weekends as necessary
- Ability to pass criminal background check
- Reliable transportation

**AmeriCorps VISTA benefits:**

- Bi-weekly living allowance
- Relocation and settling-in allowance, if moving more than 50 miles to serve
- Post-service \$5,815 Education Award or \$1,500 end-of-term cash award
- One year of non-competitive eligibility (NCE) for federal government jobs
- Basic health coverage, student loan forbearance, and basic child care assistance when applicable
- Paid round-trip ticket to pre-service orientation and reimbursed travel expenses when applicable
- Extensive training, professional development, and networking opportunities
- Access to AmeriCorps network

Equal Opportunity and Non-discrimination

Western Washington University/Washington Campus Compact and sub-granted campus programs, in compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces equal opportunity, diversity and inclusiveness, does not discriminate on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status in its programs or activities, including employment, admissions, and educational programs. See Western's [Policy on Ensuring Equal Opportunity and Prohibiting Discrimination and Retaliation](http://www.wvu.edu/policies/policy1000.shtml) (POL-U1600.02): <http://www.wvu.edu/policies/policy1000.shtml>

As such, the subcontracted campus programs agree not to discriminate against any client, student, employee, or applicant for employment or services in administering personnel actions such as employment, promotion, demotion, transfer, recruitment, layoff, termination, compensation and training opportunities, on the basis of race, color, creed, religion, national origin, sex (including pregnancy and parenting status), age, disability, marital status, sexual orientation, gender identity and expression, genetic information, and veteran status.