



## 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 environmental 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 & 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. In San Diego, we serve 6,000 young people, and are growing to serve over 20,000, each year. We see the difference our work makes in the lives of young people in one of San Diego's most underserved communities, and we are looking for you to join the team to enable this growth!

As an **AmeriCorps Discovery Fellow** you'll have the exciting opportunity to implement science programming – leading to young people discovering their passions and inspiring them to become tomorrow's leaders in science and conservation. You will work alongside and learn from a talented team of staff and volunteers. Fellows build professional skills and grow as leaders through coaching, practical application, and trainings (e.g., science content, project management, presentations). In addition, you have the opportunity to build relationships with professionals from leading science and education institutions.

### **RESPONSIBILITIES:**

#### Program Implementation and Management

- Provide formal and informal science instruction.
- 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).

#### Community Relations

- Presentations or lessons at community events.
- Assist with community meetings and events.

#### Other

- Answer emails and respond to inquiries from supporters, participants, and others in a professional manner.
- Create presentations using PowerPoint.
- Research topics relevant to the organization.
- Special projects supporting all of Ocean Discovery's key efforts (e.g., canyon restoration, special events).

### **QUALIFICATIONS:**

- 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.
- College graduate with a bachelor's degree in a related field.
- Interested in a career in the sciences and/ or education.
- Personal vehicle.

- Have a valid Driver's License, vehicle insurance, and clean driving record.
- Pass a fingerprinting / background check.
- Proficiency in Spanish preferred (or other language present in the community).
- Able to lift 50 pounds, walk a mile in 15 minutes, be comfortable walking on slippery or unstable surfaces (e.g., tide pools, canyon excursions).
- Proficient in computer software to include Word, Excel, Outlook, PowerPoint, typing.
- Organized, detail-oriented, thorough, and accurate.
- Able to work in a fast paced, energetic, dynamic environment.
- Proven ability to meet strict deadlines.
- Self-starter with a positive attitude.
- Share our organizational values: Diversity, Stewardship, Learning, Leadership, and Passion.

**COMMITMENT:**

- One and a half full-time service years, averaging 40-50 hours per week.
  - This included one "Half-Time" and one "Full-Time" AmeriCorps service contracts.
- Some evening and weekend work required.

**AMERICORPS CONTRACT:**

- Each service contract will include a living allowance and benefits which are set by AmeriCorps and Notre Dame Mission Volunteers.
  - Living Allowance.
    - Approximately \$12,530 per year (subject to change).
    - To be paid on a bi-weekly basis.
    - Subject to all applicable federal, state and local income taxes.
  - Segal Educational Award.
    - Approximately \$2,887 for "Half-Year" (900 hrs) and \$5,730 for "Full-Year" (1700 hrs) upon completion of each service contract. Hours are a minimum for eligibility, full completion of the service period is required.
  - Health Insurance.
  - Potential for Student Loan Deferment.
  - To learn more about AmeriCorps and the benefits highlighted above please visit: <http://www.nationalservice.gov/programs/ Americorps> or contact site director, Roger Briceno, Notre Dame Mission Volunteers AmeriCorps @ [rbriceno@ndmva.org](mailto:rbriceno@ndmva.org) or (323) 753-3210.
- Ocean Discovery Additional Benefits and Provisions
  - Dental Insurance.
  - 1-2 weeks of time off (Dec. & Aug.).
  - At the end of each AmeriCorps service period there may be 1-3 weeks paid hourly work (minimum wage) outside of existing role to complete the fellowship.
    - Dates worked outside of existing role may vary per member and will be discussed on an individual basis and is based on organizational needs.

**START DATE:**

- Fellowship begins January 2016.

**HOW TO APPLY**

- Email resume, cover letter, and 2-3 professional references to Rochelle Mothokakobo, School-based Initiative Manager at [rmothokakobo@oceandi.org](mailto:rmothokakobo@oceandi.org).
- Application accepted beginning December 20<sup>th</sup>, will remain open until filled.
- Please call us at 858.488.3849 if you have any questions.

Ocean Discovery Institute is a proud recipient of the *Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring*.