

## AMERICORPS DISCOVERY FELLOW POSITION DESCRIPTION

### Can you imagine seeing the change your hard work makes every day?

At Ocean Discovery Institute, 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! Currently serving 6,000 young people, and growing to serve over 20,000, each year. At Ocean Discovery we use science to engage young people from urban and diverse backgrounds and empower them to transform their lives, their community, and ultimately our world.

Visit [www.OceanDiscoveryInstitute.org](http://www.OceanDiscoveryInstitute.org) to get inspired!

### Are you passionate about making a difference?

Ocean Discovery is seeking **AmeriCorps Discovery Fellows** 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 phones/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, events).

### QUALIFICATIONS:

- Commitment to and understanding of volunteer service as well as genuine support of the AmeriCorps mission.
- Candidate demonstrates a deep understanding of the community we serve, which may be demonstrated by:
  - 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 CA 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, Passion.

#### **COMMITMENT:**

- Two years of full-time service, averaging 45-55 hours per week.
  - This will include 2 separate AmeriCorps contracts.
- Some evening and weekend work required.

#### **AMERICORPS CONTRACT:**

- Each of the 2 AmeriCorps service years 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 \$5,730 upon completion of each year of service (1700 hr. minimum to be eligible).
    - For more information on how the award can be used please visit: <http://www.nationalservice.gov/programs/ameriCorps/segal-ameriCorps-education-award/using-your-segal-education-award>
  - 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, Dr. Lisa McGurk, Notre Dame Mission Volunteers AmeriCorps @ [lmcgurk@ndmva.org](mailto:lmcgurk@ndmva.org) or 937-274-3130.
- Ocean Discovery Additional Benefits and Provisions
  - Dental Insurance.
  - 1-2 weeks of time off (Dec. & Aug.).
  - At the end of each AmeriCorps service year (11 months) there may be 1-3 weeks paid hourly work (minimum wage) outside of existing role to complete 2 years 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 September 2015.

#### **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).
- Include the position you are applying for in the subject line of your email.
- This is on a rolling deadline and we will take resumes until positions are filled.
- Please call us at 858.488.3849 if you have any questions.