2020-2021 AMERICORPS PROMISE FELLOW

POSITION DESCRIPTION

Title: AmeriCorps Promise Fellow
Placement Site: Legal Rights Center
Contact: Bridget Sabo, Attorney and Restorative Justice Facilitator, bsabo@legalrightscenter.org, (612) 677-2129
Position Type: 1700 Hours Minimum Required, serving in a 40 Hours/Week capacity

Site Highlight
Do you want to join a team of folks at a community-driven, non-profit law firm who are committed to educational equity and resolving conflicts in authentic and holistic ways? Would you like to learn more about restorative practices and how they can help students repair harm, re-engage with their education and find meaningful solutions to challenges? Are you interested in juvenile justice and ways to make it more fair? If so, the Legal Rights Center might be a great fit for you!

Legal Rights Center Promise Fellow Responsibilities
The cornerstone of the Promise Fellow position at the Legal Rights Center is to support all aspects of our Family Group Conference (FGC) process. The FGC process brings together students, families, school/district staff and other community workers to discuss challenges and create a plan of action that is grounded in a student’s strengths and goals. Our team acts as neutrals and creates space so all participants can share their thoughts openly and honestly. This process elevates youth and family voices and ensures that everyone has a chance to be heard and has a role in supporting the student.

Promise Fellows and staff facilitators work together at all stages of the FGC process. Often Promise Fellows participate in phone and in-person meetings with the facilitator and youth/other participants prior to the conference. Promise Fellows attend conferences and take thorough notes about what the group discussed. Promise Fellows then draft a written support and accountability plan that is circulated to all participants. Promise Fellows take the lead, with support as appropriate, in following up with participants after the conference to ensure accountability and to problem-solve as new challenges arise. Along with all of our team members, they keep careful notes of all interactions on a case and ensure we are gathering and tracking data accurately.

Promise Fellows at the Legal Rights Center do not directly mentor individual students; instead, they participate in a process designed to repair and strengthen students and families’ existing relationships with school staff. During the FGC process, students identify goals they would like to achieve. Promise Fellows check in with students about their progress and help students identify ways to work through barriers to their goals. Promise Fellows and facilitators work to coordinate and improve communication between students, families and school staff.

AmeriCorps Promise Fellow Position Responsibilities at Legal Rights Center:
- Work primarily with 6th-12th grade students who are referred for support to work through conflict and/or re-engage with school.
- Invite and encourage students and families to participate in the Family Group Conference Process.
• Communicate effectively in many forms (emails, letters, phone calls, texts).
• Ask thoughtful and open-ended questions to learn more about a student’s strengths and goals, as well as challenges that are keeping a student from being fully successful at school.
• Write support and accountability plans in clear and accurate language.
• Persistently and respectfully follow up with all FGC participants to ensure accountability and continue brainstorming until effective communication has been restored between student, family and school staff.
• Celebrate students’ successes as they work toward goals and support further achievement by using restorative questions and prompts.
• Learn about school-based and community resources available to support student success (special education, mental health, mentoring, tutoring, civic engagement and college/career exploration) and share resources as appropriate.
• Develop and maintain lists of community resources (housing, food support, mental and physical health) that may be available to support FGC participants.
• Participate in trainings/circles led by Legal Rights Center to share information about the Family Group Conference process with schools, districts and other community partners.
• Meet weekly with Youth Success Team (supervisor and staff facilitator) to determine ways to increase engagement with FGC process and identify ways to move the process forward.
• Track identified youth throughout FGC process with the goal that students will experience attendance and academic gains.
• Maintain data entry for program records and submit weekly and monthly reports using an online database system with support from site supervisor and site coordinator.
• Participate in all required Alliance, AmeriCorps, and Host Site meetings and assignments.

AmeriCorps Eligibility Requirements
• 18 years or older
• A high school graduate with a diploma or GED
• A U.S. Citizen, U.S. National or a Lawful Permanent Resident Alien of the United States
• Not have served more than the allowed number of AmeriCorps terms previous to this term. Eligibility based on AmeriCorps term limitations.
• Able to pass a complete National Service Criminal Service History Background check (including National Sex Offender Registry, State of service and State of residence, and FBI checks) - eligibility requirements listed here
• If serving in a full time (40 hour/week) capacity, members must be able to maintain a consistent schedule of 40 hours per week throughout their term of service (e.g. not a full-time student or working elsewhere full-time). Reduced time and part time members cannot also hold a full time position, but can be in school full time.

AmeriCorps Promise Fellow Qualifications
• Interest and experience in youth, service, education, and non-profit work
• Strong written and oral communication skills
• Ability to deal effectively with a variety of tasks, priorities, and people in order to meet goals
• Ability to work effectively with people of a variety of backgrounds and cultures
• Self-motivated, able to work in a team, take initiative and work independently
• Ability to present oneself in a highly professional manner and be an ambassador of the program

Weekly Schedule
• Promise Fellows are expected to serve approximately 40 hrs/week, generally from 8 am - 5 pm. Occasionally the service day will start earlier or end later to accommodate a Family Group Conference.
• 40 hours/week Promise Fellows may NOT be in school full time or have another full time position and serve with the Alliance.
Benefits
As a **full-term, full time** AmeriCorps member, Promise Fellows serve 40 hours per week (minimum) for a total of 1700 hours (minimum) from September 1st to July 31st (staggered start dates available beyond Sept 1st) and receive: Modest Living Allowance (approximately $649 twice per month, pre-tax); Qualified Federal Student Loan Forbearance; $6,195 Education Award upon successful completion of service; Ongoing, extensive support and training. Additional benefits information is available at [https:mnyouth.net/](https:mnyouth.net/).

TO APPLY: Please visit [https://mnyouth.net/americorps](https://mnyouth.net/americorps) or contact the site contact listed above.

For general questions about serving as an AmeriCorps member through Minnesota Alliance With Youth, please contact our Recruitment Team at [recruitment@mnyouth.net](mailto:recruitment@mnyouth.net).

Please note:
- We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.
- This position may not displace another employee or position in any way.
- Reasonable accommodations provided upon request for interviews and service activities.
- This document is available in alternative formats.