

The **High School Support Initiative** connects Stanford students with high school students from local historically marginalized communities as tutors, mentors and academic supports. Research shows that the presence of caring adults in young people's lives leads to positive outcomes such as resilience, self-esteem, and self-efficacy. The program aims to empower local youth to excel academically, to take advantage of programs offered in their schools and to become advocates for themselves and their families. At the same time, it offers Stanford students the chance to engage in a meaningful educational service experience.

## **High School Support Initiative Education Partnerships Fellow**

The High School Support Initiative Education Partnerships Fellow (HSSI EdP Fellow) works closely with the High School Program Director and other HSSI EdP Fellows (five all together) to manage the program's day to day operations and implementation, support the volunteers, and ensure that the program is following the Principles of Ethical and Effective Service.

### Roles and Responsibilities

The following are the main roles and responsibilities for the HSSI EdP Fellow:

#### *Program Support*

- Work with the program director on program development and management, including giving feedback for program improvement, creating and documenting systems and processes, and generating and testing new ideas.
- Support any administrative and programmatic tasks, which will be divided up among the Fellows, including
  - Recruiting new volunteers through a regular outreach process
  - Orienting new volunteers
  - Training new and returning volunteers
  - Troubleshooting scheduling issues and other challenges raised by volunteers
  - Using evaluations and feedback mechanisms to make program improvements and course corrections along the way
- Possibly support the planning of the summer program.
- Work on a project area. Each HSSI EdP Fellow will be charged with heading up one project area and will be responsible for growing that project area. Some project areas include: youth-focused workshops, college access, program evaluation, and supplemental academic support.

#### *Volunteer Management and Support*

- Develop and lead trainings and learning sessions for volunteers.
- Be responsible for communicating (both proactively and reactively) with and supporting a group of volunteers.
- Read and respond to reflections submitted by volunteers.
- Provide problem solving support and share strategies when volunteers have challenges in their placements.
- Visit and/or volunteer at the school site to serve and be an onsite resource for the volunteers.

#### *Growth and Learning*

- Operate from a growth and learning mindset, taking each experience both successful and challenging, as learning opportunities.
- Learn about education equity, direct service programming, and reflect on one's contribution to addressing education equity.
- Be open to receiving and giving feedback both among peers as well as with the program director.

### Required Commitments

This is an academic year position (September – June). The expectation is that the HSSI EdP Fellow works on a regular schedule each quarter with flex time allowed during dead week (week 10).

The position requires an estimated 8-10 hours per week with hours fluctuating throughout the quarter based on the ebb and flow of the program. This means schedules may vary from week to week. These are some of the projected hours which may vary from week to week:

- 1.5 hour weekly team meeting with program director and other HSSI EdP Fellows
- 1-2 hours following up on volunteer management issues
- 2-3 hours visiting high school site every week
- 1-3 hours weekly working on project area
- 1 hour weekly one-on-one check in with program director
- 1.5 - 2 hour trainings at the beginning of the quarter and 1 – 1.25 hour learning sessions
- 1.5 – 2 hour office hours for doing administrative work (emails, scheduling, responding, etc.)

Being an EdP Fellow also carries commitments to the overall EdP department. This includes

- EdP Fellows Retreat at the beginning of the school year
- EdP Fellows Spring half day retreat
- Up to 2 professional development activities each quarter

All EdP Fellows are expected to make extra efforts to make schedules work, especially for any activities that require working with other Fellows, such as team meetings, retreats, and any group projects.

### Qualifications

- Experience leading a team, group, or project.
- Excellent communication skills.
- Ability to think creatively and problem solve.
- Experience working with youth, education issues, or in a middle or high school setting.
- Interest in education equity issues, working in marginalized communities, working with youth of color. This could be personal interest and/ or demonstrated coursework.
- Preferred experience with the High School Support Initiative as a volunteer.
- Driver's license or ability to travel to community partner sites via public transportation.

### Compensation and Other Benefits

- \$16.50-18/ hour depending on work experience at Stanford
- Supervision and support from the program director of the High School Support Initiative
- Leadership development
- Experience working with education equity issues

For questions, please contact Sophia Kim ([sophiak2@stanford.edu](mailto:sophiak2@stanford.edu)), High School Program Director. Apply [here](#) by Monday, 4/15/19 at 11:59pm.