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SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES

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JOB ANNOUNCEMENT

POSITION TITLE: AmeriCorps Program Coordinator

WORK LOCATION: San Carlos Apache College, Finance Building in San Carlos, AZ

DEPARTMENT: AmeriCorps

REPORTS TO: President

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: October 1, 2026

DEADLINE: Open until filled

The AmeriCorps Program Coordinator oversees the day-to-day operations of San Carlos Apache College's AmeriCorps Volunteer Mentorship and Service Program. The Coordinator recruits, trains, supports, and supervises AmeriCorps members who mentor and serve as positive role models for Apache youth. Responsibilities include coordinating service activities, monitoring member schedules and service hours, maintaining program documentation, and communicating with schools and community partners. The Coordinator works closely with the SCAC personnel and upholds SCAC's ARROW Framework of Accountability, Respect, Resilience, Openness, and Wisdom.

Minimum Qualifications:

- Master's degree in education, human services, social sciences, community development, public administration, or related field is required. ***NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.***
- At least two years of related experience working with youth, students, volunteers, mentoring programs, community-based programs, education, or human services.
- Experience coordinating programs, activities, volunteers, students, or community initiatives is preferred.
- Experience supervising, coaching, mentoring, or supporting volunteers, students, staff, or program participants is preferred.
- Knowledge of the San Carlos Apache community, schools, community resources, and cultural context strongly preferred.
- Strong organizational, interpersonal, and oral and written communication skills required.
- Ability to work independently, take initiative, solve routine problems, and manage multiple responsibilities and deadlines.
- Current and valid driver's license required.

Essential Functions:

- Coordinate the day-to-day operation of SCAC's AmeriCorps volunteer mentorship and service program.
- Coordinate recruitment, application, screening, onboarding, and enrollment activities for prospective AmeriCorps members.
- Serve as the primary day-to-day point of contact for AmeriCorps members throughout their terms of service.
- Provide regular supervision, coaching, support, and problem-solving assistance to AmeriCorps members.
- Coordinate member mentoring and service assignments with participating schools, SCAC programs, and community service sites.
- Maintain member schedules, program calendars, service assignments, and routine program communications.
- Support the implementation of individual, small-group, school-based, and community-based mentoring and youth engagement activities.
- Coordinate Friday and other out-of-school youth programming, enrichment activities, community events, and special service projects as developed by the program.
- Develop and maintain positive working relationships with participating schools, service-site supervisors, SCAC departments, families, Tribal/community programs, and other community partners.
- Conduct regular member check-ins and help members address challenges related to scheduling, service sites, attendance, service expectations, and successful completion of their service commitments.
- Monitor member service hours and ensure timely and accurate completion of required time and service records.
- Identify members who may be falling behind on service commitments and coordinate appropriate support and follow-up.
- Coordinate member orientation, initial mentor training, ongoing learning convening's, and other member development activities in collaboration with the AmeriCorps partners and training support.
- Help ensure that AmeriCorps members understand their mentoring roles, responsibilities, professional boundaries, service expectations, youth-safety requirements, and available supports.
- Help build a supportive AmeriCorps member cohort that encourages peer learning, reflection, leadership development, and continued community service.
- Maintain organized and complete member files, participation records, training documentation, and other required program records.
- Support collection and review of mentoring participation, youth engagement, member service, and other program performance data.
- Work with service-site supervisors to help ensure AmeriCorps members receive appropriate supervision and are engaged in meaningful service activities consistent with program goals.
- Identify and address routine implementation challenges and promptly elevate significant member, youth-safety, service-site, or compliance concerns to the appropriate College personnel.
- Assist with recruitment events, community outreach, member meetings, youth activities, and other AmeriCorps program events.
- Participate in school, College, community, and partner meetings related to program implementation as appropriate.
- Support culturally responsive, relationship-centered mentoring and service practices consistent with the mission and values of San Carlos Apache College.
- Perform all other job-related activities as assigned or requested.

Work Schedule:

The college follows a four-day, 10-hour workweek schedule from 7:00 a.m. to 5:30 p.m., Monday through Thursday. The selected candidate may be required to work beyond regular business hours to support college activities, including evenings, weekends, and holidays.

Compensation:

\$55,000 - \$70,000

Benefits and Compensation:

We offer competitive pay and an attractive benefits package, including health, dental, and vision coverage, along with a 401(k) plan that includes an employer contribution.

How to Apply:

- Complete San Carlos Apache College application for employment.
- Cover Letter
- Resume
- Two (2) letters of recommendation dated within the last two years.
- Official Transcripts

Indian Preference:

Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a "Certificate of Indian Blood" is required (please attach). Subject first to our Indian Preference policy, San Carlos Apache College is an Equal Opportunity Employer (EOE).

San Carlos Apache College is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, color, creed, religion, sex, age (40 and over), marital status, national origin, veteran status, disability, or any other classification protected by applicable federal, state, or local laws. Discrimination or harassment of any kind is strictly prohibited.