



***Are you passionate about supporting the college success of students from Richmond? Are you responsible and organized?*** You could be a Richmond Promise College Summer Associate!

**Issue Date: November 5, 2018**

**Application Due Date: November 25, 2018**

### **Mission**

The Richmond Promise, Inc. is a community-wide college success initiative for Richmond students. It is the mission of the Richmond Promise to promote social and educational equity by removing barriers and creating pathways to build a college graduating culture where every Richmond student excels from high school to higher education, attains a postsecondary degree, thrives in their field of choice, and becomes a positive leader in their community.

### **Near-Peer Ambassador Overview**

The Richmond Promise is excited to announce that we are **hiring 10-12 current college Scholars** to support a college going and graduating culture throughout the city of Richmond this Spring! Richmond Promise Near Peer Ambassadors will advance the mission of the Richmond Promise and offer critical support to younger students by **a)** building college awareness among middle school students at Lavonya DeJean through classroom-based college and career conversations; **b)** supporting financial aid access for rising Richmond Promise Scholars through our comprehensive school-based campaign at Kennedy High School and DeAnza High School.

This is a semester-long **paid** opportunity for college students to give back to their community. College students from Richmond/WCCUSD will be trained to assist throughout our financial aid success initiative program at De Anza High School and Kennedy High School, as well as have a series of college and career conversations with students at Lovonya DeJean Middle School throughout the Spring semester (January-May 2019). We hope you will consider applying and help us spread the word to current college students who may be interested! See full job description below.

### **Compensation:**

Near-Peer Ambassadors will receive an honorarium based on how many hours they are able to commit during the semester. The honorarium will be up to \$1,500 for the full semester, January – June 2019.

### **How to apply:**

Fill out the online Near-Peer Ambassador Application at <https://tinyurl.com/nearpeer2019> by **November 25, 2018 at 11:59 pm.**

**Questions? Contact us!** Email: [mmolina@richmondpromise.org](mailto:mmolina@richmondpromise.org) // Call/text: (530) 794-8326



## **Near-Peer Ambassador Position Description**

***Are you a current college student with a desire to give back to your community?*** You could be a Near-Peer Ambassador! With support from the Richmond Promise team, Ambassadors will be trained to have college and career conversations with Lovonya's 8<sup>th</sup> graders to support the develop of their college and career knowledge and confidence at an early age, as well as assist De Anza & Kennedy Seniors with their Financial Aid applications, such as FAFSA/CADAA and local scholarships like the Richmond Promise.

### **Ambassador Responsibilities:**

- Support financial aid completion at Kennedy & De Anza High Wednesdays-Fridays, January 23<sup>rd</sup> through March 7<sup>th</sup> (you must be available at some point during this 3-day time period. You will enter availability on job application)
- Facilitate college and career conversations once a week with Lovonya 8<sup>th</sup> graders starting week of March 11<sup>th</sup>
- Participate in monthly Ambassador trainings and check-ins
- Communicate areas for curriculum or program improvement to RP Team
- ***Attend Ambassador training on January 10th and 11th, 2019 all day***

### **Ambassador qualifications & competencies:**

- Must be from Richmond, California or a graduate of a high school in West Contra Costa Unified School District or a local private/charter
- Must be 18 years or older
- Must be a current college student enrolled full-time (at least 12 units) at a 2 or 4-year university/college, or Career and Technical Education Program
- Must have and maintain "good standing" – cumulative and term GPA of 2.5 or above
- Must pass a criminal background check
- Must provide proof of TB Clearance within the last 3 years
- Must be punctual and on time to all class sessions
- Must be excited and open to sharing their experiences and giving back to Richmond high school students!
- Must have a passion for college access and educational equity
- Must have a desire to work with younger students and build a college going and graduating culture in the City of Richmond
- Must have, or desire to grow, strong leadership skills
- Must be organized and detail-oriented
- Must have strong communication skills
- **Must be available at least two of the following time slots Wednesday - Friday from January 23<sup>rd</sup> – March 7<sup>th</sup>**
  - Wednesday
    - 8:20am - 9:33am
    - 9:43am - 10:59am
    - 11:39am - 12:52pm
    - 1:02pm – 2:15pm
  - Thursday
    - 8:20am – 9:50am



- 10:00am – 11:35am
    - 12:15pm – 1:45pm
    - 1:55pm – 3:25pm
  - Friday
    - 12:00pm – 1:15pm
- **Must be available at least two of the following time slots every week from March 11<sup>th</sup> through late May 2019:**
    - Wednesday
      - 8:30 am – 9:25 am
      - 9:30 am – 10:25 am
      - 10:30 pm – 11:20 pm
      - 11:25 pm – 12:15 pm
      - 1:00pm – 1:50pm
      - 1:55 – 2:45pm
    - Thursday
      - 8:30 am – 9:25 am
      - 9:30 am – 10:25 am
      - 10:30 pm – 11:20 pm
      - 11:25 pm – 12:15 pm
      - 1:00pm – 1:50pm
      - 1:55 – 2:45pm
    - Friday
      - 8:30 am – 9:25 am
      - 9:30 am – 10:25 am
      - 10:30 pm – 11:20 pm
      - 11:25 pm – 12:15 pm
      - 1:00pm – 1:50pm
      - 1:55 – 2:45pm
  - **Must be available for Near Peer Ambassador on training on January 10 and 11, 2019 all day**

**Important Dates & Trainings (Some specific dates TBD):**

- January 10 & 11, 2019 all day: Ambassador Training
- Financial Aid Support @ Kennedy High School: Every Wednesday & Thursday from January 23<sup>rd</sup> – March 7<sup>th</sup>
- Financial Aid Support @ De Anza High School: Every Friday (12pm-1:15pm) from January 25<sup>th</sup> – March 1<sup>st</sup>
- Near Peer Ambassador Program @ Lovonya DeJean Middle School: Classroom Sessions once a week from March 11<sup>th</sup> – Late May
- Monthly Ambassador trainings: Dates TBD



## **Key Program Elements**

**January – February: Comprehensive Financial Aid Support:** The Richmond Promise, in partnership with WCCUSD, is launching a financial aid success initiative pilot at De Anza High School & Kennedy High School in January. Richmond Promise will pilot this new 4-week long program to tackle financial aid completion. This year, we will launch our Financial Aid Success Initiative developed by our own team with the following core elements:

- **Curriculum:** Ambassadors will be trained on the 4-week long financial aid success curriculum that is designed to complete financial aid applications and scholarships in a timely process.
- **Ambassador Recruitment & Training:** Richmond Promise/WCCUSD current college students will be trained to comprehend and assist matters of financial aid in the classroom. Our staff will provide ambassadors with an in-depth training on financial aid applications, such as FAFSA or California Dream Act, in order to help students, complete their applications.
- **Classroom-based College Access Supports:** Richmond Promise/WCCUSD current college students will engage with 12 graders at De Anza High and Kennedy High to assist them with scholarship applications and career/major pathways in order to prepare them for their next year after high school

**March – June: Middle School Near Peer Ambassador Program:** The Richmond Promise Near-Peer Ambassador Program is a classroom-based strategy launched at Kennedy High School to **(1)** build college knowledge and address barriers to college access from an early age, and **(2)** cultivate a college-going and community-giving pipeline of young local leadership. The Richmond Promise is excited to announce that we are scaling the Near-Peer Ambassador Program in partnership with Lovonya DeJean Middle School this coming Spring to engage *all* 8<sup>th</sup> grade students at DeJean who will be rising Kennedy freshmen next school year. Developed in partnership with West Contra Costa Unified School District, and with generous support from the Environment Community Investment Agreement and Flora Family Foundation, the core elements of the Richmond Promise Near-Peer Ambassador Program include:

- **Curriculum:** Ambassadors will be trained and receive a custom curriculum set of lesson plans to guide college and career conversations developed in partnership with Students Rising Above.
- **Ambassador Recruitment & Training:** Richmond Promise/WCCUSD current college students are trained to facilitate college conversations effectively and appropriately with 8th graders.
- **Classroom-based College Conversations:** Richmond/WCCUSD college students engage 8h graders in college conversations to build college knowledge and college confidence.