



Tutor Counselors

**Lyndon Institute Upward Bound
168 Institute Circle
Lyndon Center, VT 05850**

This position is part of the Lyndon Economic opportunity AmeriCorps Program (LEAP). LEAP is a national service program that places AmeriCorps members with non-profit organizations throughout the Northeast Kingdom (NEK) of Vermont and surrounding areas to support those organizations in building capacity and expanding their educational and/or environmental services that many communities rely on. LEAP supports members in their path to educational and career attainment through direct service, on-going trainings, and professional development opportunities offered during the service year.

About Lyndon Institute Upward Bound:

The goal of the Upward Bound program is to provide participants with the skills and motivation necessary for access to and success in post-secondary education. Upward Bound students are modest income, first-generation college bound high school students at Lyndon Institute, who have shown a strong desire to attend college. Upward Bound strives to help students develop confidence and love of learning. Upward Bound offers an array of academic, personal enrichment, and college/career services designed to supplement high school education and tailored to address specific student needs, including a residential summer program. The summer program exposes students to life in a residential, allows for intensive, rigorous academic work, and creates space for students to learn valuable social and decision making skills. Upward Bound students learn the skills necessary to be agents of change in their own lives, their communities, and the world at large.

We are seeking residential AmeriCorps members called Tutor Counselors (TC's) for the 2025 summer program.

Essential Functions:

Tutor Counselors will serve directly with Upward Bound staff to assist with planning and implementation of the 2025 Upward Bound summer program. In advance of the residential portion of the program, they will act as a point person for Upward Bound students in the weeks leading up to their arrival on campus, provide students with any information needed to have a successful residential experience, establish personal rapport with students leading up to and once they arrive on campus. This individual, in conjunction with Upward Bound staff and other AmeriCorps members, will research, plan and facilitate summer curriculum, services and activities. They will also assist in planning, directly serving students, and facilitating and reviewing summer program field trips, events, and services.

Tutor Counselors will participate in a two-week training prior to the start of the summer program which will include both Lyndon Economic opportunity AmeriCorps Program (LEAP) and LI Upward Bound training.

Tutor Counselors will act as liaison between residential students, fellow AmeriCorps members, and Upward Bound program staff. They will support fellow AmeriCorps members with educational programming. Tutor Counselors will maintain accurate quarterly reporting information as requested by Lyndon Economic opportunity AmeriCorps Program (LEAP) and comply with LEAP and Upward Bound reporting policies. Tutor Counselors will submit bi-weekly AmeriCorps timesheets via OnCorps.

The members will engage in reading books provided by the Upward Bound core staff to facilitate in training and education of the population of students we are serving when appropriate, and report and communicate any student questions or concerns with UB core staff and fellow LEAP members. The TC member will also assist in the creation and implementation of student electives to run five nights a week in the evening, provide academic tutoring and support, STEM programming, writing and reading courses, math courses, and other unique programming, and support fellow AmeriCorps members with educational programming.

Tutor Counselors will be responsible for creating an atmosphere of safety, trust, and respect among fellow LEAP members and Upward Bound students during the residential summer program. The TCs will serve as advisors, tutors, educators, and role models to Upward Bound students.

Marginal Functions:

- Design leadership programming for students during free time.
- Administer study halls/academic time to ensure student participants have time for their classwork and access to help/tutoring.
- Assist with logistics for classroom education for core academic courses.
- Lead segments of academic core courses.
- Help the administrative team to identify disciplinary academic issues.
- Disaster Recovery and Relief Service Activities as needed, including mucking out basements, general debris cleanup, supply distribution, providing childcare to volunteers, etc.

Desired Qualifications:

- Completed at least 1 year of college and currently in good academic standing, with a preference for STEM related fields of study.
- Demonstrated strong academic and leadership skills.
- Have a valid U.S. driver's license and clean driving record.
- Priority given to former TRIO students.

LEAP Minimum Qualifications:

- US citizenship status or permanent legal resident;
- 18 years of age or 17 years of age with written parental permission;
- Have a high school diploma or its equivalent or be willing to work towards a high school diploma or its equivalent as part of the service-year successful completion requirement;
- Have no criminal record of convictions for sex offenses or murder;

- Consent to and pass a National Service Criminal History Check and a State of Vermont AHS Child and Adult Abuse Registry Check;
- Commit to the Lyndon Economic opportunity AmeriCorps Program and its ethic of service and personal and professional development of its participants;
- Ability and enthusiasm to drive to, attend, and participate in required training and events;
- Commit to participating in the LEAP data collection process;
- Commit to completing bi-weekly electronic timesheets;
- Commit to participating in member evaluation process.

Benefits of Service:

- Education Award upon successful completion of service;
- Student loan forbearance;
- Training and professional development opportunities through host site, LEAP, and SerVermont;
- Mileage reimbursement for service-related travel;
- Access to Schools/Employers of National Service and AmeriCorps alumni network;
- Access to free Member Assistance Program;
- Free or reduced priced housing via host site organization or the Vermont State University – Lyndon Campus;
- Access to 3SquaresVT SNAP benefits;
- Access to professional development funds and mileage reimbursement for service-related travel;
- Full Time positions only: access to health care and childcare assistance.

Service Conditions:

This is an intensive, residential program meaning members need to be prepared to have long periods of time in service (although they will receive breaks). However the nature of serving with vulnerable teenagers can be hectic, time consuming and require adaptability. TC's are expected to be ready to serve on Sunday's at 4pm and will be free of service on Friday's by 3pm.

Position begins: June 9, 2025

Position ends: August 1, 2025

This position is: (check one)

 Full Time: Requires 1,700 hours for an average of 36 hours per week for one year. Member will receive a living allowance of \$25,500 (pre-tax), and an education award of \$7,395 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and various training opportunities.

 Half Time: Requires 900 hours of service. Member will receive a living allowance of \$13,500 (pre-tax), and an education award of \$3,697.50 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

☒ **Quarter Time:** Requires 450 hours of service. Member will receive a living allowance of \$6,750 (pre-tax), and an education award of \$1,956.35 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

☐ **Other:** please contact LEAP by phone to discuss any other slot types that may be of interest.

This position (check one)

☒ **does**

☐ **does not**

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply:

For questions about this position or to send additional materials:

Lindsay Carpenter, Lindsay.carpenter@lyndoninstitute.org, 802-535-3634

Application deadline: May 9, 2025

Additional information on AmeriCorps is available at www.americorps.org.

The Lyndon Economic opportunity AmeriCorps Program (LEAP) is hosted by Vermont State University – Lyndon and is an Equal Opportunity Employer. Positions are open to all applicants without regard to race, color, national origin, ethnicity, disability, age, gender, gender identity, sexual orientation, political affiliation, veteran's status, religion or creed.