
ASEP Armed Services Exposure and Preparation Program

Consultant Title: Program Coordinator/Facilitator

Project Background

The Mayor's Office, in conjunction with U.S. Army Recruiting Command, is launching a pilot program to expose Wilmington youth to a wide-range of U.S military careers through our new 'Armed Services Exposure and Preparation Program (ASEP)'.

Conducted over the course of 6-weeks, this intensive program will focus on preparing 15-25 participants to pass the ASVAB Exam, a multiple-choice battery exam used to determine qualification for enlistment in the United States Armed Forces. Additionally, the program will introduce youth to military life, culture, and the many career possibilities and benefits available to enlisted persons. The program will also explore military culture, values, and ethics as well as the non-monetary benefits like gaining a sense of purpose, discipline, building bonds of friendship, and the chance to leave behind negative environments and pressures that many of our youth face.

The larger and longer-term goals of this initiative is to educate, inform, and ultimately change the mindset of young people who hold negative preconceptions about military service. Through our partnerships we will increase the presence of positive military role models in the community and create opportunities for positive interactions between city residents, particularly between youth and younger veteran role models.

Scope of Services / Consultant Responsibilities

- Engaging the community to promote and build awareness of the program within the community, at times requiring personally visiting youth centers and/or speaking publicly.
- Helping to expose and prepare Wilmington youth for possible enlistment to the military.
- Assisting with recruiting efforts of program youth participants.
- Assisting with identifying and arranging veteran mentors and academic tutors.
- Overseeing the application evaluations and selection process.
- Assigning mentors to program participants.
- Coordinating the speaker schedule for class.
- Coordinating and overseeing the mentoring relationship.
- Arranging the schedule for ASVAB tutoring.

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- Providing military ethics training.
 - Ensuring classroom order and cleanliness.
 - Tracking each participant's academic progress with the March2Success online program.
 - Ensuring arrangements are ready and leading participants on field trip to a military installation.
 - Assessing the physical fitness levels of all students from start to finish, while also providing quality physical training.
 - Coordinating with the Recruiters to arrange ASVAB testing for program participants (scheduled for end of program)
 - Maintaining contact with local military recruiting functions.
 - Cultivating relationships with Veterans Commission, American Legion, and other partners for tutors, mentoring necessary to the program.
 - Maintaining working relationship with the City of Wilmington as pertains to the program.
 - Creating opportunities for positive interactions between city residents

Goals

1. Improving the character and preparedness for Wilmington youth that are interested in military service.
2. Strengthen the awareness of the benefits of military service and career opportunities.

Requirements

Prior military service is a must. Leadership experience is preferred but would be willing to work with lower enlisted members with deployment experience. It is necessary to have an understanding of ASVAB improvement, be capable of leading and conducting physical training as well as have an understanding of military values. Past experience as an instructor or teacher or ability to teach and manage a class of young adults. Also need to be willing to communicate with local military recruiters to arrange presentations. Upstanding personal character, able to represent the ideals and values of the U.S. Military and serve as an ambassador for the program and a positive role model for youth. Organized, structured, confident, personable, and good with young people. Passionate about the military.

Schedule/ Timeline

Schedule: Mondays 9:30am-1pm and Tuesday 9:30am-5:30pm, Mondays 1pm-5:30pm Tutoring Hours. 8 additional Hours a week for promotion and community relations, program preparation & planning.

Contract Duration: 6 wks/16hrs of in class time + 8hrs outside class/planning/tutoring = Total 24 hrs a week. Hourly rate based on experience.

Anticipated Program Dates: October 16th – Nov 21st, 2017

Back Up Program Date: *November 2 - Dec. 12, 2017.*

If we are unable to meet our recruiting targets the program start date may be delayed to start. If we are unable to attract enough participants for a November 2nd start date, this program and this contract will be cancelled and consultant will be compensated for hours worked.

Location: The Wilmington Library, 10 E 10th St, Wilmington, DE 19801