



ROLES FOR VOLUNTEERS – Descriptions of Opportunities for ACCIS members:

Getting any or all of these ventures off the ground will require members willing to work to turn an idea into reality. Some may come to fruition, while others may not. But all of these “Program” projects provide wonderful opportunities for counselors who want to get involved. Here is our current conception of the roles we would like to fill:

Coordinator of a Mentor Program: In many cases, new counselors or counselors in “one-person shops” need someone to turn to when issues arise throughout the school year. ACCIS has an experienced and accomplished membership with great eagerness to help others in the field. We would like to find ways to match up new counselors with experienced colleagues in their state or region. Although the nature of these pairings could vary a great deal from case to case, we would like to have some general ACCIS guidelines for a formal program, and we hope to have someone to oversee the pairings. This would mean recruiting a team of willing mentors and reaching out to counselors in independent school who could benefit from some level of support. **PREVIOUS EXPERIENCE DESIRED:** No specific requirements, but willingness to build a counselor network would help a great deal.

- **Mentor:** We need volunteers to act as a mentor for a colleague in their area. A willingness to reach out via visits to campus and frequent communications would be very helpful.

Coordinator of the Audit/Review Teams: ACCIS needs someone to develop some protocol for the constructive review of a college counseling office. That person could then oversee the formation of teams of experienced counselors to visit an independent school for a few days upon request. Scheduling the various audits/reviews would be a major responsibility, and the coordinator would be the point person for fielding requests (be they from counselors themselves or from school heads). **PREVIOUS EXPERIENCE DESIRED:** In addition to years of service as a college counselor, the coordinator ideally should have served on a number of accreditation reviews at independent schools.

- **Members of the Audit/Review Teams:** We need volunteers to staff the review teams. Volunteers should be ready to visit a campus and do work both before and after the visit.

Director of the Summer Institute: The Summer Institute will have a full program of expert presenters and attendance by as many as 100 counselors on a college campus, will remain the biggest undertaking for ACCIS. The Director will need to work with a large group of volunteers on both logistics and program. The Summer Institute will be the scene for much of the official work of the organization as well as for the convening of counselors from across the country. **PREVIOUS EXPERIENCE DESIRED:** Some volunteer work on either the 2008 or 2009 ACCIS Summer Institute would be very important. We hope to have Summer Institute Directors rise through the volunteer ranks each year. (Darnell Heywood has this role for 2009 – and Gavin Bradley is on board to direct the Institute in Atlanta in June 2010.)



- **Summer Institute Volunteers:** Whether in Program Content or Logistics, there are numerous opportunities for members to contribute to the success of the Summer Institute! Let us know where your interests and your strengths lie.

Coordinator of the “Training Camp”: We need someone to take the lead in organizing a team of experienced counselors to develop an introduction to the world of college counseling in an independent school setting. The coordinator would need to oversee both logistics and program for the new counselor training, but further delegation is possible as the event takes shape. The idea is to have 25-30 new counselors gather for a few days on a college campus with a team of 6-8 experienced counselors teaching them the nuts and bolts of our profession. We hope to make this Training Camp the first choice for independent schools looking to get good training for new counselors. **PREVIOUS EXPERIENCE DESIRED:** Some experience with NACAC, College Board, Regional ACAC, or NAIS counselor programs would be very helpful.

- **Faculty for the “Training Camp”:** We need experienced counselors willing to instruct younger colleagues in the field. The faculty of the Training Camp might also naturally continue their work through the Mentor program.

Coordinator of the “Colloquium Program”: We need one or more people to take the lead in developing guidelines for the informal gatherings of experienced counselors. If 25-30 counselors gather on college campuses in the summer, what common themes should they discuss? What should distinguish an ACCIS event from other professional gatherings? Which colleges would make good sites for the Colloquia? How many should we sponsor, and how soon? How can we best make ACCIS events accessible to members throughout the country? **PREVIOUS EXPERIENCE DESIRED:** Some experience with organizing a gathering of counselors would be great for this role.

Regional Directors of the Colloquia: We need two or three people in different parts of the country to assume responsibility for running a gathering of counselors in their region. These regional directors would serve as part of the “exploratory committee” led by the Coordinator to determine the feasibility of the colloquia. The regional director would then work with a) a college in the area on site logistics, and b) with a group of other counselors to run the program. Although ACCIS members from all around the country could attend the colloquium, the sites would rotate to colleges in different regions. **PREVIOUS EXPERIENCE DESIRED:** None required, but an eagerness to take on a big organizational task is crucial.

- **Attendee of a Colloquium:** This is easy duty! If you think you might be willing to attend a small discussion-based gathering of counselors to share ideas about what works and what does not in our offices, please let us know. The “Colloquia” will likely be less formal and less structured than the Institute; ideas could be free flowing. And if the dates of the Institute do not happen to work for you one year, this might be a nice alternative and a good way to spend time with ACCIS colleagues.



Regional “Recruiting Captains”: In each of the major regions of the country, we would like one ACCIS member to take charge of organizing and inspiring colleagues to make presentations at national and regional conferences. We need people across the country to call on fellow counselors to offer sessions the regional ACAC or the regional College Board meetings, as well as at the national conferences. At a minimum, we would have someone for each College Board region; eventually we might also have someone for each State & Regional ACAC. These people would work with our national coordinator in developing ideas and assembling panels of speakers. **PREVIOUS EXPERIENCE DESIRED:** Some experience with presenting at conferences would be useful, but a willingness to communicate with counselors throughout one’s region would be even more valuable.

- **Presenter at a Conference or Institute:** At the same time that we look to organize presentations at various professional gatherings, we still need people to generate ideas and to make the presentations. Perhaps you have been doing this on your own for a long time now, or perhaps you have just been thinking about it – in either case, we lend our encouragement to move forward. ACCIS could lend some support in the submission of proposals, or we could help to publicize the session you already plan to do. We certainly can offer the Summer Institute as a venue for good presentations. So if you have a good idea for a session, let’s hear it!

Developer of the Community Outreach Program: We are looking to put together of team to help Anne Ferguson, Lee Nuckolls, Courtney Skerritt, and Susan Tree to develop a three-hour program on college counseling basics that ACCIS members could use in presentations before local community organizations. Some ideas are already in the works, but we need more people on this growing team to develop the program.

- **Presenter in the Community Outreach Program:** Once we have a “curriculum” for the Community Outreach Program, we need volunteers to contact organizations for underserved kids in their local communities and then offer the presentation. The “development team” will put together the program, but then the presenters will “stand and deliver.”

This list of “job openings” is not exhaustive; there is no definite limit on what ACCIS can accomplish. At the same time, there is no guarantee that these ideas will come to fruition; they all depend on volunteers to put them into action. But let’s give it a try!

If any of these projects interest you, please complete the online “Volunteer Survey” on the ACCIS web site.