



## PY 20-21 Team UP AmeriCorps Pinon Project Position Description

# Youth Empowerment Leader

**Program Overview:** Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado to focus on improving the lives of community members, from cradle to career. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps is a part of the Corporation for National & Community Service, often referred to as the “domestic Peace Corps.” AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

The Piñon Project Family Resource Center (PP) provides comprehensive services for children, youth and families in Montezuma and Dolores Counties. PP is a non-profit organization that was created in 1994 in response to a grassroots movement to create a healthier future for Montezuma County. Today, with strong community support, The Piñon Project provides services that promote outcomes for over 3,000 families and their children in SW Colorado every year.

**Service Position Summary:** The Youth Empowerment Leader will be part of the Youth Empowerment Project (YEP) Team focused on providing Positive Youth Development opportunities and services to youth between the ages of 7 and 17. As part of the YEP Team, the Youth Empowerment Leader will focus on the expansion of youth programming including; Summer Activity Program, Before and After School Program, and Sources of Strength. Each program specifically targets increasing positive outcomes for youth and their families.

**Essential Functions (Primary Responsibilities):** Team UP AmeriCorps members engage with their Host Site organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards Team UP’s and Pinon Project’s goals. These duties include:

- Provide an evidence-based exercise and nutritional program to various age groups of children
- Educate and provide information to other providers providing the program at various sites
- Collaborate, build partnerships and communicate effectively with schools and other agencies in the community
- Develop community resources as they relate to the youth programs
- Administer program pre/post evaluation tools
- Facilitate the Strengthening Families Program (SFP)
- Maintain client confidentiality
- Expand the Sources of Strength program in area schools with fidelity to the model
- Participate in monthly scheduled youth activities and act as a mentor on field trips/group outings
- Implement the Before and After School Program; plan activities, plan and provide nutritious snacks, actively engage with youth.
- Follow organizational policy and practices as outlined in The Piñon Project personnel policy

- Track progress and collect data for Performance Measures and other evaluation tools
- Communicate with the regional Team UP AmeriCorps team and represent Team UP and Serve Colorado in the community and on social media
- Attend trainings and participate in Days of Service

**Marginal Functions (Secondary Responsibilities):** Additional tasks include:

- Participate in The Piñon Project and Team UP required professional development trainings
- Be and active and engaged member of UWSWC, Team UP AmeriCorps, and Pinon Project

**Physical, Emotional, and intellectual Demands:**

- **Professionalism:** A commitment to develop and improve workplace skills and knowledge. Is reliable, trustworthy and solution focused. Is accountable for their thoughts, words and actions. Is appropriate in attire, meeting expectations, managing time and being respectful of others. Adheres to strict professional and personal boundaries between and among client(s), staff and superiors.
- **Adaptability:** Ability to adapt to changes in the service environment with proper management of emotions and expectations. Is open and understanding of change. Seeks guidance, as needed, to help cope with change.
- **Team Player:** Teamwork involves building relationships and coordinating with others through the following skills and habits. A. Cooperating, B. Contributing to groups with ideas, suggestions, and effort, C. Communication, D. Sense of responsibility, E. Healthy respect for different opinions, customs and individual preferences, and F. Ability to participate in group decision-making.
- **Client Service:** Provides excellent levels of customer service. Is an enthusiastic advocate of their client. Treats clients with consideration, respect and manners. Is creative when seeking solutions. Exercises sound judgment in all client matters. Maintains member/client boundaries. Ability to manage difficult or emotional client situations, responds promptly to client needs and solicits client feedback to improve performance.
- Additionally, the YEP team serves youth. This position can be both physically and emotionally challenging. As part of the team, the AmeriCorps member must be prepared to actively engage in physical activities when implementing youth activities. This position will also require a high level of patience and acceptance when serving youth; the aim is to make a connection with youth.

**Desired Qualifications:**

- Ethic of national and community service and a strong desire to create positive change
- Experience with community and volunteer organizing; experience working with youth
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Graduate/GED required
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required

**Term of Service - Time Commitment:** This is a Full-Time national and community service position requiring, at a minimum, a total of 1700 hours during the year (approximately 40 hours/week.) The position begins September 1, 2020 and ends August 31, 2021. Flexible hours are required, including

occasional evening and weekend commitments. Service on the following dates is required (note that Days of Service dates are subject to change):

- Sept. 3-4: Team UP AmeriCorps Member Orientation
- Sept. 8-10: Host Site Orientation
- Sept. 11th: Day of Service Event
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 18: MLK Jr. Day of Service Event
- March 31st: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Quarterly Trainings in Nov, Feb, April, and June

**Trainings and Support Provided:** Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by Lucia Bueno- Valdez at The Piñon Project (lbuenovaldez@pinonproject.org), as well as by Al Huckins (alh@unitedway-swco.org), the Team UP Program Director. The PY 20-21 cohort of Team UP AmeriCorps members serving throughout the region will act as additional resources and support for each other.

**Location and Service Conditions:** This position is based at The Piñon Project in Cortez and will involve service at other locations in Montezuma and/or Dolores Counties. Position is office-based and will involve frequent days of service outdoors and in various schools and community buildings.

**Benefits:** Full-Time Team UP AmeriCorps members receive:

- A living allowance of \$17,000/year. Taxes are deducted and the living allowance is distributed twice per month by direct deposit to the member's bank account.
- Health insurance
- Child care assistance for full-time members, if eligible
- An education award of \$6,195.00 upon successful completion of term of service. It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required trainings and days of service
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need.

**Diversity and Equal Opportunity:** United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

**To Apply:** You can find the Team UP: Youth Empowerment Leader position at <https://my.americorps.gov/mp/listing/viewListing.do?id=95825&fromSearch=true>. Click "Apply Now" and you will be prompted to create an account with the AmeriCorps Recruitment System. Please also email your resume and cover letter to Team UP AmeriCorps Program Director Al Huckins @ [alh@unitedway-swco.org](mailto:alh@unitedway-swco.org).