



## PY 20-21 Team UP AmeriCorps BGC Position Description

# Youth Development Specialist - Virtual Programs Focus

**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 Boys and Girls Club of La Plata County (BGC) is a non-profit organization that provides youth in the Durango area a positive, safe place to go after school. Their mission is “To provide a fun, safe place that kids can call their own, where they are inspired to reach their full potential as productive, caring and responsible citizens.”

**Service Position Summary:** The Youth Development Specialist, with the assistance of the Program Director, plans, implements, and evaluates all programs and activities provided in specific program areas (based on interest and need). **This member will have a specific focus on engaging youth through virtual programming.** The Boys & Girls Club of La Plata County provides after school activities for youth between the ages of 9-17. The Club program areas consist of an art/ education room, a computer room, a game room and a gym. Youth activities occur within the facility as well as in the community. The Club is also open during the summer and on non-school holidays.

**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 BGC’s goals. These duties include:

- Promote safety of members, quality in programs, and appearance of the Club at all times.
- Provide guidance and role modeling to members.
- Promote and stimulate program participation, welcome new members and participate in their orientation process.
- Participate in branch staff meetings, in-house trainings and programs as required.
- Under the guidance of the Program Director, plan and conduct programs and activities in selected program areas. Assure that there is a daily written schedule and that activities begin and end on time.
- Maintain close daily contact with club staff, club members, supervisor and volunteers to receive/provide information, discuss issues, and understand guidelines/instructions.
- **In addition to the above Youth Development Specialist duties, this member will also:**
  - **Adapt and expand existing programming to virtual platforms**
  - **Develop a Virtual Programming Safety curriculum to implement with BGC staff and members**

- **Expand the use of social media to promote member engagement**
- 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:

- Create bulletin boards and posters publicizing programs and establish a recognition system about members and their program activities and achievements.
- Prepare weekly reports for the Program Director about activities, special programs, attendance and other reports as required
- Be an active and engaged member of UWSWC, Team UP AmeriCorps, and BGC

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

- Experience working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and mentor members in a safe environment.

**Desired Qualifications:**

- **Familiarity with wide-range of virtual platforms**
- **Experience with social media marketing and engagement**
- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Graduate required (GED accepted,) college graduate preferred
- 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 Kyle Kohere ([kyle.kohere@bgclaplata.org](mailto:kyle.kohere@bgclaplata.org)), as well as by Al Huckins ([alh@unitedway-swco.org](mailto: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 2750 Main Avenue Durango, CO 81301 and may/will involve service at other locations in La Plata, Montezuma and/or Dolores Counties. Position is based at the BGC center located in downtown Durango and will involve occasional/frequent days of service outdoors and/or in a school and/or community building.

**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 Development Specialist position at <https://my.americorps.gov/mp/listing/viewListing.do?id=95875&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).