



**PY 22-23 Team UP AmeriCorps
Cortez Public Library & Durango Adult Education Center Position Description**

Community & Continuing Education Coordinator

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, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

Cortez/Durango Adult Education Center (AEC) is a regional non-profit education center for adults 17 and above, whose mission is to fill educational gaps by providing the skills and knowledge necessary for livable wage careers, post-secondary education, and social and economic mobility. The Cortez Public Library (CPL) is a community library seeks to be a hub of exploration and learning for all. These two organizations, dedicated to community learning are coming together to enhance the opportunities for life-long learning in Montezuma and La Plata Counties. From basic literacy to computer skills and job readiness to just trying something new, this collaboration is designed to enhance the lives of adults in our region.

Service Position Summary: The Adult Education Center and Cortez Public Library seek an AmeriCorps member to serve as the Community & Continuing Education Coordinator. They will lead in the development of continuing education programs for community members, serving individual and business/organizational needs. The AmeriCorps member will collaborate in the creation and deployment of community based surveys to identify topics for continuing education classes and workshops. In partnership with CPL, they will provide and coordinate classes and events for the community of all ages in order to reconnect the people after a long hiatus of community events due to Covid-19. In partnership with the AEC, they will identify instructors and locations, seek regional partners and develop marketing materials for potential audiences. While this position is based in Montezuma county, the Community & Continuing Education Coordinator will have the opportunity to network and collaborate regionally, specifically with the Durango Adult Ed. Center in La Plata County.

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

- Provide direct service to community learners in the Cortez and Durango areas
- Create and deploy community-based surveys to determine programming areas of interest/need
- Implement work-readiness curriculum and classes for community members and/or businesses
- Develop
- In partnership with AEC:
 - Seek out knowledgeable instructors to offer potential classes or workshops
- In partnership with CPL:
 - Seek out knowledgeable instructors to offer potential classes or workshops
 - Directly provide community classes in areas of interest
- Coordinate with AEC and Library staff to determine best placement and times of offering
- Develop marketing materials and plans to reach potential audiences
- Develop evaluations to determine effectiveness of offerings
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

Marginal Functions (Secondary Responsibilities): Additional tasks include:

- Learn or enhance experience using Adobe Creative Suites program
- Expan understanding of Library and Adult Education systems

Physical, Emotional, and Intellectual Demands:

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Strong commitment to justice, equity, diversity and inclusion
- Ability to communicate with a diverse population

Desired Qualifications:

- 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 or equivalent work experience preferred
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required
- **Individuals with lived experience are encouraged to apply**

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 8, 2022 and ends August 31, 2023. 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. 8-9: Team UP AmeriCorps Member Orientation
- Sept. 12-13: Host Site Orientation
- October TBD: State-wide AmeriCorps Member Retreat

- Jan. 16th : MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Monthly Cohort Calls/Meetings: 2nd Tuesday of each month
- Team UP AmeriCorps Trainings (TATs): 2nd Tuesday of Nov, Feb, April, and June (all day)

Training 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 Susan Hakanson, Executive Director of the Adult Education Center (shakanson@durangoadulted.org) and Isabella Sharpensteen (isharpensteen@cortezco.gov), as well as by Al Huckins, Team UP AmeriCorps Program Director (alh@unitedway-swco.org). The PY 22-23 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 Cortez Adult Education, 10 West Main Street, Cortez, CO 81321 but will involve off-site programming at the Cortez Public Library, Durango Adult Education Center, and other

Benefits:

- A living allowance of approx. \$875/per pay period (twice per month) for an approx. total of \$21,000/12-month Term of Service. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Health insurance
- Child care assistance (must meet qualifications)
- An education award of \$6,495 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
- Training in Marketing and Business Communications

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:

Step 1. Email a cover letter and resume to Team UP AmeriCorps Program Director Al Huckins @ alh@unitedway-swco.org. Be sure to indicate which position(s) you are interested in.

Step 2. Create an account on myAmeriCorps.gov and submit an application to be a [Team UP: AmeriCorps Member \(FT\)](#). **Please complete BOTH steps to apply.**

**All positions are contingent on grant funding.*