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PY 22-23 Team UP AmeriCorps  
Boys & Girls Club of La Plata County Position Description

## Social Emotional Wellness 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.

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 enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.”

**Service Position Summary:** The Social Emotional Wellness Coordinator, with support from the Director of Club Services, will provide comprehensive and culturally competent Social Emotional Learning (SEL) and holistic wellness practices to increase the Club’s ability to be a safe, supportive, and empowering environment for all members. The Wellness Coordinator will serve as the main implementer of wellness programming at the Club and at school-based sites. They will also serve to support Club staff by providing wellness resources, SEL training, and evaluation methods. The member will be responsible for incorporating SEL and holistic wellness elements into existing programming, as well as developing new programming specifically around SEL and related wellness topics. The member will serve collaboratively with Club staff, volunteers, and schools to provide programming that will empower members to make appropriate choices regarding their education, social, physical, and emotional needs.

The Boys & Girls Club of La Plata County is a fast-paced and fun environment for kids ages 5 to 18. Club members opt in to various meaningful after-school, during school, and summer activities. This position requires a self-starter who is passionate about helping youth succeed. The Wellness Coordinator is supervised by the Director of Program Services but will interact with a variety of other positions, as they are a direct support to all program services.

**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 BGC’s goals. These duties include:

- Provide direct service to youth throughout Southwest Colorado

- Research and become trained in holistic wellness strategies, including but not limited to: Trauma Informed Care, Social Emotional Learning, and Restorative Practices
- Develop strategies to incorporate social emotional wellness into club programming
- Act as a SEL/Wellness support during formal and in-formal Club time
- Provide SEL/Wellness support to club members
- Implement stand-alone social emotional wellness programming for club members
- Offer on-going resources and support to Club staff and volunteers around wellness and SEL
- Promote safety of club members, quality in programs, and appearance of the Club at all times
- Provide guidance and role modeling to club members
- Promote and stimulate program participation, welcome new club members, and participate in their orientation process
- Maintain close daily contact with school & club staff, club members, supervisor, and volunteers to receive/provide information, discuss issues, and understand guidelines/instructions
- Provide case management—a youth-centered, goal-oriented process for assessing the needs of Club members, and their families, for particular services and assist in obtaining those services either at the Club or through other providers
- 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 BGC in the community and on social media
- Attend training and participate in Days of Service

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

- Participate in branch staff meetings, in-house trainings, and programs as required
- Create marketing materials, with assistance from the Director of Development and Director of Programs, to help recruit club members and recognize/promote program activities and achievements
- Prepare weekly reports for the Director of Programs 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:**

- 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
- 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:**

- Knowledge of social emotional wellness practices
- 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
- Familiarity with wide-range of virtual platforms
- Experience with social media marketing and engagement
- 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 the Director of Support Services ([melissa.mcknight@bgclaplata.org](mailto:melissa.mcknight@bgclaplata.org)), as well as by Al Huckins, Team UP AmeriCorps Program Director ([alh@unitedway-swco.org](mailto: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 2750 Main Avenue Durango, CO 81301 and 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:**

- 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
- Housing Stipend

**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](mailto: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.*