



**PY 22-23 Team UP AmeriCorps
Pagosa Community Initiative (PCI) Position Description**

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.

The Pagosa Community Initiative’s mission is to create interactive opportunities that honor culture and diversity to provide Archuleta residents with services that increase wellness and engagement for a better quality of life. PCI provides the only consistent afterschool and summer programming for youth in Pagosa. Eighty percent of the students served are considered at risk and underserved. By providing all programming free of charge, PCI is part of the solution in the community’s ongoing childcare crisis and the lack of out-of-school time options. PCI’s programming is critical to the local economy and workforce by providing childcare so parents can work a full day without interruption or paying for additional childcare. Additionally, they supplement the local economy through a job training/internship program. Students in grades 5-12 have the option to participate in the program as mentors and job training interns. These students mentor the students in the after-school program through positive character building and leading by example. They participate in leadership and mentorship training on an ongoing basis while also working to build their professional skills, such as practicing communication, presentation, character development, and building networks within a community. Lastly, PCI supports families through a family advocacy program that connects families to local resources. Families are connected to education options such as parenting classes for teen and school-aged youth, provided support in navigating the school system and other systems, and connected to mental health resources. These individualized supports are provided to help stabilize families and provide them with necessary preventative support to allow them to operate more successfully as a family unit.

Service Position Summary: The Education Coordinator will support opening a second after school program site at the local elementary school. They provide day-to-day supervision of the students in the afterschool program as well as manage 3-5 high school interns working at the site. They will be in charge of materials orders, curriculum planning and implementation, supervision of students and interns and maintenance of the program area. In addition they will be helping to guide and plan programming for

summer 2023. The Education Coordinator will gain a wide range of experiences all aimed at supporting youth and families in our community.

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 PCI's goals. These duties include:

- Provide direct service to youth aged 5-18 and their families
- Supervise students at the elementary school after school site in a loving, direct, organized way
- Build purposeful relationships with participants
- Supervise 3-5 high school interns working in the program
- Manage budget for materials and complete ordering for site
- Develop curriculum for Social Emotional Lessons and Character Development at the beginning of everyday
- Maintain a safe and clean program area space
- Communicate with elementary school staff about use of space and student participants on a regular basis
- Track attendance
- Track pick up
- Develop curriculum for summer programming
- Plan activities and outings for summer programming
- Host and coordinate in partnership with other staff; high school and middle school game nights
- Lead summer programming
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

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
- Include additional Site Specific demands if applicable....

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 Three-Quarter Time national and community service position requiring, at a minimum, a total of 1200 hours during the year (approximately 40 hours/week.) The position begins early January 2023 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):

- TBD, pending start date: Member Orientation
- 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 PCI's Director Jenna Gannon (director@pagosacommunityinitiative.org), as well as by Team UP AmeriCorps Program Staff. 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 Pagosa Community Initiative @ 3133 Cornerstone Drive Warehouse Pagosa Springs, CO 81147 as well as at local partner sites and schools. Additional off site engagement and partnership activities, meetings, etc are required at various time throughout the term.

Benefits:

- A living allowance of approx. \$875/per pay period (twice per month). 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 up to \$4,564.50 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:

Step 1. Email a cover letter and resume to Team UP AmeriCorps Program Coordinator Mike King @ mking@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: Education Coordinator](#). **Please complete BOTH steps to apply.**