



**PY 23-24 Team UP AmeriCorps
Core Track
Position Description**

Family Services Coordinator

Program Overview: Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado. Through collaborative service, Team UP AmeriCorps members develop their own professional skills and passions, expand effectiveness of southwest Colorado organizations, and ultimately support people to thrive. 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 Family Services Coordinator will serve closely with the Family Services Director to expand the number of families supported through PCI’s family advocacy program. The Family Services Coordinator will directly serve families and help connect them to local resources, assist in parenting classes and parenting groups, and meet one-on-one with select students in the afterschool

programming who have been identified as needing additional support. They will participate in professional development for family advocacy and case management. This position will also help with office management and organization as needed.

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

- Provide direct service to families and youth aged 5-18
- Participate in family advocacy and case management professional development
- Support Family Services Director in resources referrals, parenting classes and parenting groups
- Meet with and support students identified as needing additional resources in PCI's afterschool programming and on a one-on-one basis
- Collaborate with Family Services Director to implement behavioral incentives and plans for students who need it
- Manage and organize the Community Closet
- Attend Team UP AmeriCorps regional training, cohort connection days, and Days of Service
- Provide oversight of the distribution of PCI's new Emergency Family Fund. The Emergency Family Funds are meant to help families in Archuleta County when they have an unexpected emergency that affects them financially.
- Monitor online applications
- Contact and schedule applicant interviews
- Document interactions through case summaries
- Present summaries to the funds distribution decision-making committee
- Track all associated data
- Maintain the organization of all files and applicants
- Provide decisions to applicants in a timely manner
- Members will be supported by their Site Supervisor in all of these additional duties

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

Desired Qualifications:

- An 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 a 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 7, 2023 and ends August 31, 2024. 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):

- September 7-8: Team UP AmeriCorps Member Orientation
- September 11-12: Host Site Orientation
- Jan. 16th : MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event
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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 23-24 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 times throughout the term.

Benefits:

- A living allowance of approx. \$1,916.67/per month. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account twice per month.
- An education award of \$6,895 upon successful completion of term of service.
- Health Insurance
- Childcare Assistance, if qualifications are met
- 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 AmeriCorps trainings, events, 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 Coordinator Lindsay Luttrell @ LindsayL@unitedway-swco.org. Be sure to indicate which position(s) you are interested in.

Step 2. Create an account on [myAmeriCorps.gov](https://my.americorps.gov) and submit an application for the <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=118358>.

Please complete BOTH steps to apply.