



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

Vision Projects 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 Riverhouse Children’s Center’s mission is to build the foundation for a lifetime of success through quality early childhood education. Riverhouse serves 3 populations: parents, children, and employees. Currently, there are 60 working families, their 72 children (ages six weeks to five years), and the 30 staff members who provide reliable, quality childcare. 30% of Riverhouse’s families receive a monthly subsidy from either our program or the state subsidy program. Riverhouse’s work environment is dynamic and diverse. They have staff members of all ages and would incorporate the AmeriCorps member(s) fully into the team.

Service Position Summary: Riverhouse is searching for one to two AmeriCorps members to serve as Vision Project Coordinators to implement the center’s vision projects in order to boost their culture and community. The Vision Project Coordinators would be an integral part of a preschool that already strives to engage children in stimulating activities while supporting parents. The members’ days would have both structure and variety. Focused on their vision projects of highest interest, members would divide time between direct classroom time engaging with children alongside two teachers, time planning and implementing vision projects with Riverhouse administrators, and time spent with parents during coordinated activities. Vision projects include, but are not limited to: implementing a food nutrition/garden program, expanding volunteer coordination, implementing an afterhours Spanish-speaking childcare program, coordinating additional enrichment activities, and coordinating family engagement.

Duties and Responsibilities: Through hands-on-service, Team UP AmeriCorps members engage with organizations to develop, implement, and enhance programs, projects, and activities that develop their own skills, expand effectiveness of southwest Colorado organizations, and support local people to thrive. These duties include:

- With support from Riverhouse’s Executive Director, plan, coordinate, and implement a select number of Riverhouse’s Vision Projects, including but not limited to:
 - Food nutrition & garden program
 - Volunteer coordination
 - Afterhours Spanish-speaking childcare program: This is a highly needed program. Riverhouse already has 4 bilingual teachers on staff to support this.
 - Enrichment activity expansion: field trips, visiting arts/music teacher coordination, etc
 - Family engagement: family support groups, Parent’s Night Out program, etc.
- Engage with children through direct time in the classroom as additional support
- Plan and collaborate with center administrators
- Engage with families and caregivers virtually and in person
- Track host site and AmeriCorps data
- 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

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 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):

Note: While this is listed as a Full-Time position from September - August 31, 2024, for the right candidate, we would consider adapting it to a Part-Time position and/or adjusting the end date to May 31, 2024. If so, the benefits listed in the Benefits section of this position description would also change.

Service on the following dates is required (note that Days of Service dates are subject to change):

- August 14- 18th 2023 is Riverhouse's Teacher Training & Team Building Week*
- 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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* While this position officially starts on September 7th, Riverhouse does a training and team-building week from August 14-18th. Because this takes place prior to the start of the AmeriCorps term, the member would be expected to attend but would be paid at an hourly rate by Riverhouse for this week.

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 Riverhouse Executive Director Becky Malecki (riverhousedirector@gmail.com), 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 Riverhouse Children's Center at 742 Florida Road, Durango, CO. Additional other off-site engagement and partnership activities may be required.

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
- Additional Host Site Benefits:
 - Free mental health sessions
 - Direct Primary Care contact
 - Dental benefits
 - Monthly staff (and AmeriCorps member) appreciation events such as: Durango Hot Springs, food and mini golf at Texas Serious, a BBQ and paddle boarding on the river, etc.
 - A professional development program that includes trauma informed care, developmental levels of children, First Aid & CPR, ethics training, etc

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 and submit an application for the <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=118973>.

Please complete BOTH steps to apply.