



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

Afterschool & Family Engagement 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 School Community Youth Collaborative (SCYC) is a non-profit organization based in Cortez, Colorado that supports youth on their path to healthy adulthood. SCYC's vision is that all youth are thriving members of our community. SCYC provides youth with opportunities in Montezuma County through our life skills programming, out of school time programs, prevention programs and our gear lending library. SCYC provides youth with both academic and enrichment opportunities in direct collaboration with our local schools. SCYC as an organization has a flexible and supportive work environment that provides opportunities for professional and personal development. SCYC's AmeriCorps member will have the opportunity to dive deeply into the non-profit world, work directly with youth, and engage in the Montezuma County community.

Service Position Summary: The Afterschool & Family Engagement Coordinator will be responsible for supporting SCYC's out-of-school time programming at Mancos Schools and SCYC's family engagement programs at Montezuma-Cortez High School (MCHS), Southwest Open School (SWOS), and Cortez Middle School (CMS). This member will be responsible for creating and developing exciting and engaging after school programming at Mancos Schools. Additionally, they will creatively recruit students to attend out-of-school time activities.

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:

- Attend afterschool programs M-Thurs at Mancos Schools supporting programming that has proven need for expansion based on attendance

- Attend Friday out of school time programming during the day
- Develop a plan for transition times (end of school to program start, end of program to parent pick-up)
- Prepare snack for programs, and communicate with SCYC Program Coordinator around snack needs for programs as well
- Communicate regularly with Mancos Schools Site Coordinator related to program needs
- Attend Parent Engagement nights at MCHS, SWOS, CMS and Mancos Schools throughout the school year
- Develop an engaging activity for parents and their student to enjoy at parent engagement nights
- Plan/Develop parent engagement nights/events
- Support teachers at MCHS and SWOS in reaching out to parents of students who attend after school programs
- Reach out to students of afterschool programs who have stopped attending
- Develop a contact list of 21st Century Community Learning Center program instructors
- Develop a program instructor substitute list
- Provide transportation home as needed for students
- Attend and provide updates on behalf of SCYC at Team UP's Safe Spaces Action Team meetings
- 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 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 September 7, 2023 and ends May 31, 2024. Flexible hours are required, including occasional evening and weekend commitments.

- 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 SCYC's Director Christine Brice-Nelson (cbrice@scyclistens.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 110 W. Main St., Ste. #102 in Cortez, Colorado at the SCYC office, however, this member will serve on a daily basis in Mancos at Mancos Elementary School, 301 Grand Ave, Mancos, CO. Frequent off-site engagement at partner schools and organizations will be required.

Benefits:

- A living allowance of approx. \$1,804/month. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account twice monthly.
- An education award of \$4826.50 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
- Cell phone reimbursement
- Mileage reimbursement

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=118640>

Please complete BOTH steps to apply.