Community Youth Concepts

Youth Service Movement AmeriCorps Program

Position Description

Position Title: AmeriCorps Member

Position Type: AmeriCorps State Minimum Time, 300 hour term of service

Organization: Program Site/ CYC AmeriCorps Program Other community partners to be determined

Term of Service: Various terms between 3/1/2017 and 8/31/2017

Stipend: Minimum time: $2000/over term of service (pretax)

Benefits: .Successful service results in eligibility of Segal education award of $1222.22 (pretax) at the end of service that may be applied toward qualified student loans or future education at a qualified educational institution (to be used within 7 years). Members may defer eligible student loans while in service. AmeriCorps members age 55 or older may transfer their education award to an eligible child or grandchild (for use within 9 years).

Reports To: Program Site Supervisor and CYC AmeriCorps Program Director

Position Summary:

Community Youth Concepts (CYC) is a youth development nonprofit based in Des Moines that offers youth programming to 10-24 year olds and training and technical assistance to other youth-serving organizations. CYC offers programming in service learning, mentoring, community engagement, substance use diversion, and after school opportunities.

The CYC AmeriCorps State Program engages AmeriCorps members in leading service learning programs in Des Moines and nearby communities of need. Members will address the needs of at-risk youth between the ages of 5 and 21, resulting in greater engagement of youth in addressing community needs. This program provides youth and adults increased exposure to the value of service learning and expands opportunities for its use.

The CYC AmeriCorps Program Member is responsible for the coordination, planning, and facilitation of service learning and youth development programs; collecting data on program outcomes and measures and providing timely reports on activities; developing Days of Service opportunities and recruiting volunteers; participating in training and networking activities; and building capacity of organizations to create service learning opportunities with youth.

Essential Duties and Responsibilities for all Members:

* Recruit and support youth to participate in service learning programs.
* Distribute and collect releases for student participation; maintain and uphold student confidentiality practices and policies.
* Market service learning programming among providers and schools.
* Plan lessons and curricular pieces for service learning programming.
* Facilitate service-learning programming.
* Build capacity of community organizations to create service learning opportunities with youth.
* Recruit, manage, and train community volunteers to assist with service learning programming.
* Make connections with individuals and organizations in the community for program outreach and program enhancement through presentations and networking.
* Accurately and professionally discuss with community partners and volunteers the objectives of AmeriCorps, the CYC AmeriCorps program, and site-specific objectives.
* Complete contract service hours and site-specific responsibilities within twelve-months of the member’s enrollment date or within the contracted time frame.
* Participate in CYC AmeriCorps orientation and trainings as well as relevant host site trainings.
* As part of your sites program team ensure inclusion of each of the CYC AmeriCorps Program’s programming objectives/performance measures.
* Document, collect, and report quantitative and qualitative impact data; report needed information and paperwork to CYC AmeriCorps Program Director in a timely manner.
* Report any accidents, illness, or sickness to site supervisor.
* Learn and follow AmeriCorps, CYC, and host site organization policies and procedures.
* Develop and participate in Days of Service including but not limited to MLK Day of Service and AmeriCorps Week; recruit volunteers for Day of Service opportunities.
* Participate in AmeriCorps training and events as required and requested by the Iowa Commission on Volunteer Service.
* Record Service Hours in Iowa Grants timesheets and submit in a timely manner. Members may only record actual hours – Holiday, Vacation, Sick time and meal breaks may not be included.

Members will have varying duties at their host site which will most likely include:

* Facilitate and/or co-facilitate student led short and long term service learning opportunities through new and existing groups
* Ensure service continuation by sharing information with program staff.
* Depending on program and participant needs – some weekends and/or evening hours may be available

Minimum Qualifications:

* Must be a lawful citizen, national or permanent resident alien of the United States.
* Must be at least 18 years of age.
* Must have a high school diploma or equivalent.
* Covered position for the purposes of the three-part National Service Criminal History Records Check due to members’ reoccurring access to vulnerable populations; Must pass a National Sex Offender Registry, FBI and applicable state’s bureau of investigation background checks.
* Computer proficient, including experience with Microsoft Office computer software.
* Excellent verbal, written communication, interpersonal, organizational/time management and facilitation skills.
* Demonstration of high standards of professionalism, personal initiative, integrity and commitment.
* Demonstration of adaptability and flexibility.
* Experience working with youth, enjoyment of working with youth, and passion for empowering youth.
* Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
* Ability to facilitate groups of youth and adults, with guidance.

Additional Qualifications Preferred:

* Bachelor’s degree is preferred.
* Experience in the following areas: volunteer engagement, youth work, education, project planning and/or organizational capacity building experience.
* Additional computer experience, such as Word Press, social media
* Previous employment experience.
* Reliable transportation.

EEO Employer

Send Resume and cover letter to [Julie@cyconcepts.org](mailto:Julie@cyconcepts.org) to apply.