



COMMUNITY & ECONOMIC DEVELOPMENT OFFICE

149 CHURCH STREET • ROOM 32 • CITY HALL • BURLINGTON, VT 05401
(802) 865-7144 • (802) 865-7024 (FAX)
www.burlingtonvt.gov/cedo



Teen Futures Program Specialist Half Time 900 hours

King Street Center, 87 King St. Burlington, VT 05401

This AmeriCorps position will serve as part of CEDO's CONNECT AmeriCorps program. Our members will receive training and provide direct service to support the program goals to expand culturally appropriate youth programming and family supports, to close opportunity gaps in education and career, and promote STEM awareness and participation. Members will strengthen connections for youth to skill building for education and career development, with outcomes of increased school engagement, or strengthened skills in STEM subjects leading to college or career in growth areas. Youth engagement in schools and in our communities, through expanded learning opportunities in and out of school, reduces risky behavior and leads to safer communities. Our members will provide innovative responses to pressing community problems with city departments, state agencies, education institutions and nonprofit organizations in Burlington, Winooski, and surrounding areas of Chittenden County.

King St Center: To create a place where kids meet opportunity through learning, play and connection

Goal and Service

1. To plan and implement after school education and recreation activities for youth enrolled in the Teen Futures program (ages 11-18), both onsite and offsite in the community.
2. To plan and implement onsite weekend programming activities for teens in the Burlington Community.
3. To develop and maintain relationships with current King Street rising 9th graders in order to develop and implement programs and activities aimed at successful high school graduation and post-secondary plans.

Key Responsibilities:

1. Support the Teen Director to plan, implement and supervise daily educational and recreational activities for teens, including weekend programming.
2. Build and strengthen relationships with students as they transition to high school so as to best set them up for academic and social success.
3. Plan and implement programs and activities focused solely on the needs of King Street Center's high school population.
4. Ensure health, safety and enjoyment of youth in program.
5. Support youth learning life skills, appropriate behaviors, and decision-making skills.



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6. Provide supports for all aspects of successful day to day programming, including preparation and clear up
7. Ensure safe operation of youth programming and the safety and safeguarding of children and youth in the program
8. Execute opening and closing routines of the King Street Teen Program with accuracy.
9. Able to complete AmeriCorps training, timesheets, data collection and mid and end of year reports

Secondary Responsibilities:

1. Provide support and information to families on youth progress and success.
2. Attend meetings in the community and within King Street Center representing the Teen Program.
3. Provide supports to ensure accurate data collection and maintenance for program efficacy

Skills and Qualifications:

1. Bachelor's Degree or actively working towards degree.
2. Experience running engaging activities with teens ex. crafts, outdoor adventures, cooking etc.
3. Appreciation of diversity and experience in cross-cultural collaboration.
4. Skills: Excellent people skills. Inclined toward mentorship and teaching in order to improve knowledge and professional abilities of others.
5. Ability to: Ability to creatively problem solve, take initiative and exercise good judgment. Ability to act as an ambassador of the agency. Must be flexible and willing to take on new tasks

Minimum Qualifications:

- US citizen or have permanent resident status
- At least 18 years of age upon entering the Pre-Service Orientation (no upper age limit), or 17 years of age with written parental permission;
- High school graduate or have a GED certificate, or be willing to work towards GED as part of service-year successful completion requirement.
- Has not been convicted of murder or required to be on a sex offender registry, and is willing to undergo a National Service Criminal History Check and State of VT checks
- Commitment to the goals of the CEDO's CONNECT AmeriCorps program

Additional Information:

Position mainly takes place at our center in a recreational setting working mostly with youth ages 12-18. Weekly field trips with youth are also required. Occasional travel to offsite meetings is also required.

Positions begin Monday 17th September 2018 – Friday August 30th 2019

This position is:

___ **Full Time** position requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of \$14,500 (pre-tax), and an education award of \$5,920 (pre-tax) upon



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successful completion of service. Other benefits include health insurance, federal school loan forbearance, and training opportunities.

X **Half Time** position requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of \$7,671 (pre-tax), and an education award of \$2,960 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and training opportunities.

Quarter Time: position requires 450 hours of service. Member will receive a living allowance of \$3,770 (pre-tax), and an education award of \$1,566 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.

This position (check one)

X does

does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply: Send a resume, cover letter and two (2) references to CEDO's CONNECT AmeriCorps Program americorps@burlingtonvt.gov **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: 10th August 2018

Additional information on AmeriCorps is available at www.americorps.org.

The Community and Economic Development Office of The City of Burlington sponsors this position through the AmeriCorps program and will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact 802-865-7516.