



## 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](http://www.burlingtonvt.gov/cedo)



### ***Youth Opportunity Assistant x 2 Half Time 900 Hours***

#### **Vermont Refugee Resettlement Program**

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.

**Serving the Uprooted:** For over 100 years, USCRI/VRRP has advanced the rights and lives of those who have lost or left their homes. We believe we have a shared responsibility to clear obstacles and uncover opportunities for people everywhere. So, when lives are uprooted by force or by choice, we fight alongside those on the path to independence.

**Uniting Families and Protecting Children:** We unite children with their families and provide a foundation to restore shattered lives. We give children hope through protective legal services, access to education, and a safe place to call home.

**Rebuilding Livelihoods:** We guide resilient people to recover their financial independence. We mentor them to provide value to the economy with education, job training, and employment connections.

**Empowering Survivors:** We help people reclaim the basic human needs and rights to rebuild their lives. We provide safe homes, gainful employment, and the foundation for a future.

**Restoring Freedom, Dignity & Independence:** We pave the way to equal opportunity to a full and independent life for all. Our global advocacy shines a light on injustices and sets a universal standard for dignity.

#### **Goal and Service Projects**

1. The focus of the New American Youth Opportunity Assistant (NAYOA) is upon increasing school and community engagement among New American youth and their families.





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2. The NAYOA will develop and implement culturally- and linguistically-appropriate programming that promotes youth opportunity, healthy lifestyles for youth, and support of their families.

3. The member will connect youth with youth groups, volunteer tutors, mentors, healthy lifestyle guidance, skills development workshops and trainings, employment services, and family strengthening programming. In addition, referrals will be made to youth and family programming through other service providers, as appropriate.

### Key Responsibilities:

With the oversight and support of USCRI Vermont program coordinators, the member will:

- Provide integrative New American Youth Opportunity (NAYO) programming (as necessary redesign existing programs), ensuring compatibility with program goals;
  - Youth groups (social and community engagement, healthy lifestyles)
  - Peer mentoring
  - Connect with Crossroad, USCRI/VRRP's volunteer youth mentoring program (healthy lifestyles, skill building, community engagement)
  - Tutoring, both individual and group (academic engagement and support, skill building, increasing English proficiency)
  - Family support (family needs assessments, connection with USCRI Vermont's Family Strengthening Program and Family Friend Program, referrals to other programs)
  - Youth employment services (tailor employment service offerings to meet youth needs and increase skills/employability)
- Distribute existing materials and design and produce additional multilingual marketing materials as necessary for NAYO program;
- Continue existing partnerships and conduct outreach to local service providers and schools in order to generate referrals to NAYO program (of both youth and their families);
- Follow up with current participants and recruit and register youth, families, and volunteers to participate in programming;
- Conduct programming with the assistance of USCRI Vermont staff;
- Make referrals to other service providers and programs, as appropriate; and
- Document activities/outcomes and conduct evaluations of NAYO program
- Able to complete AmeriCorps training, timesheets, data collection and mid and end of year reports

### Skills and Qualifications:

- The ability to engage and connect with diverse groups of youth and their families and professionals employed by schools and local service providers
- The ability to teach skills to English Language Learners in a clear manner using an interpreter, if needed
- Organizational skills; attention to detail, ability to work well with others and complete projects independently



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- Strong oral and written communication skills, public speaking ability
- Sound judgement, including ability to adhere to client confidentiality and privacy requirements
- English proficiency is required; proficiency in Arabic, French, Nepali, Somali, or Swahili is desirable
- At least any combination equivalent to an Associate's degree OR one (1) year experience in a job that requires good interpersonal and computer skills.
- Driver's license and clean driving record.

### 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:

Service will be performed both at the USCRI Vermont office in Colchester, VT and in locations throughout the community (e.g. classrooms, meeting spaces, home visits as required). The NAYOA will serve with New American youth; their families; volunteer tutors, mentors, and "Family Friends"; and employees of service providers (e.g. schools, training programs, organizations serving youth, etc.) to promote youth engagement and opportunity. New Americans may include, refugees, asylees, Cuban/Haitian entrants, Special Immigrant Visa holders, Victims of Trafficking, and other immigrant populations.

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

**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.





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This position (check one)

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](mailto: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](http://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.**