



## 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 Programming & Supports Assistant Sara Holbrook Community Center**

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.

The mission of the Sara Holbrook Community Center is to develop responsible and productive children, youth and families through social development, educational and recreational opportunities. The Center serves families most in need in Chittenden County primarily focusing on the North End of Burlington. The majority of our students are from low-income households, with at least half from immigrant and refugee families—many of whom participate in our ELL programs.

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

- Support the SHCC Teen Director in developing and implementing all aspects of the Center's teen programs.
- Provide direct service to youth who hold diverse identities in many ways—culturally, ethnically, and socio-economically—while fostering new friendships, providing a safe space in which English Language Learners can be free to practice their new language, and encouraging healthy and sustainable habits and behaviors.
- To strengthen existing community partnerships and seek out new collaborations, particularly related to STEM and issues of social justice, in order to maintain and develop opportunities for youth to expand their learning and skill-building in these areas and to deepen our connections to each other, to our communities, and to the world.
- To support the Sarah Holbrook Community Center in grant writing and research for specific program related fundraising and programming.

#### **Key Responsibilities:**

- Provide support to Teen Director in all aspects of the Teen Program
- Serve with the Teen Director, program assistants, and volunteers to maintain a safe, fun, and supportive environment
- Assist with planning, scheduling and the implementation of on and off site activities
- Serve to support programming and youth for verbal and physical appropriateness, and uphold SHCC Teen Program Rules



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- Socialize with and actively engage youth in program activities
- Maintain nightly attendance record and log nightly activities
- Always maintain appropriate boundaries within relationships with staff and youth
- Act as a positive role model; promote healthy living choices
- Accept the role and responsibilities of being a mandated reporter
- Ensure the facility is prepared for programming.
- Represent and promote the Center and the Teen Program at public relation events
- With assistance from Teen Director and SHCC Associate Director, develop STEM-related programming, as well as social justice programming that will support youth in navigating issues of identify, diversity, inclusion and equity.
- Attend AmeriCorps training and service activities and complete and submit in a timely manner, timesheets, data collection and other reporting requirements.

### **Secondary Responsibilities :**

- Maintain program documentation and prepare related reports
- Seek out and implement new program opportunities for youth
- Assist development team in grant research and writing

### **Skills and Qualifications:**

- Knowledge and experience of child development principles
- Capable of creating boundaries and enforcing teen center's expectations of behavior
- Must consistently demonstrate a positive attitude with youth, parents, and co-workers
- Ability to relate to youth and their issues
- Confidence to manage teens' behavior as well as handle conflicts between youth
- Knowledge of and ability to administer basic first aid
- Knowledge of youth identity issues, cultural competency and responsiveness, and a willingness to attend trainings and learn more about social justice, helping to ensure equity and inclusion in our teen programs.

### **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 is primarily from 1:00pm – 9:00pm, Monday through Friday at the Sara Holbrook Teen Center during the school year.

Outside of the school year and during the summer, service with SHCC activities is at Hunt Middle School and various adventure sites around the state from 9:00am – 5:00pm.



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

This position is:

**X 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.

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.**