



## 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)



**CEDO**

**Youth Navigator Full Time 1700 Hours** [www.burlingtonvt.gov/CEDO/](http://www.burlingtonvt.gov/CEDO/)

**Spectrum Youth and Family Services Multicultural Youth Program (MYP)**

**Location:** 191 North St. and in the community

**Supervisor:** Multicultural Youth Program Manager

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 Multicultural Youth Program seeks to provide empowerment to and support for multicultural youth and is committed to meeting their needs by forging connections to existing resources and services, advocating for resources that are newly identified, and working with partner organizations to support increased access to their services. The AmeriCorps member will provide supports to create a welcoming and culturally sensitive space for multicultural youth, within the age range of 14-24 to help develop goals that can be maintained and achieved through 5 main services:

**1. Case Management**

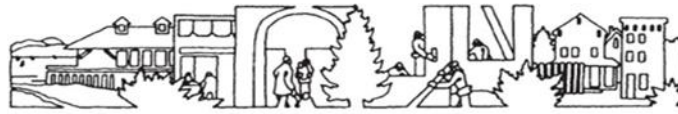
Case management will provide individualized attention to youth by providing them with case by case specific resources and information, guiding youth to relevant services both externally and within Spectrum.

**2. Youth Leadership/Group Development**

The youth group seeks to further the development of peer leadership and peer mentoring skills by establishing a casual, no-pressure environment where formal and informal discussions can take place. The group's mission stresses community leadership and life skills development through mentorship and peer interaction.

**3. Cultural Responsive Community Engagement/Outreach**





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Engage youth in their communities by connecting them to local resources and services such as, but not limited to volunteer and service-learning opportunities.

#### **4. Educational support and Post-Secondary Navigation**

The educational support element seeks to provide multicultural youth with the knowledge, life skills and encouragement to succeed on their individualistic paths of education or growth.

#### **5. Collaborative Community Supports**

Assisting in programmatic, community, and systemic initiatives that focus on equitable and inclusive supports for youth and young adults; by providing training, raising cultural awareness for diverse communities.

#### **Goals:**

1. Foster empowerment of youth by increasing knowledge and access to Burlington Resources
2. Increase cultural competency at an organizational level at the service site, Spectrum Youth & Family Services

#### **Key Responsibilities:**

- **Activity 1: Support with Event Planning**
  - Step 1: Team development with Organizing MYP YLC (Youth Leadership Conference) and MYP Mini World Cup
  - Step 2: Supporting volunteers/community outreach to engage interest in MYP events/programming
  - Step 3: Support opportunities for youth engagement to encourage youth leadership and empowerment
  - Provide coordination and support to youth programming and events across the service period.
- **Activity 2: Support Overall MYP Programming**
  - Step 1: Co-coordinate resource space.
  - Provide materials and one to one support to youth clients.
  - Step 2: Provide supports to MYP volunteers
  - Step 3: Participate and collaborate in MYP meetings/trainings, as required
- **Activity 3: Support Diversity, Equity & Inclusion program development**
  - Step 1: Support with training tools and resources
  - Step 2: Continual review of cultural competency resources to support culturally competent service provision
  - Step 3: Facilitating dialogue and encouraging collaboration among staff and community partners about cultural diversity



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### **Skills and Qualifications:**

1. Must have knowledge and experience with community and program development.
2. Must be knowledgeable about issues facing target population (e.g. information specific to cultural groups identified as being at-risk, homelessness, HIV/AIDS, substance abuse, mental health problems, family conflict, physical health issues, criminality, etc.) or be willing to learn.
3. Must have strong communication and interpersonal skills
4. Ability to serve independently, as a team member.
5. Willingness to participate in being supervised, identify needs and issues, ask for assistance, support and training, and be able to accept and utilize feedback
6. Commitment to the values of diversity with respect to culture, race, ethnicity, gender identity, age, socio-economic level, sexual orientation and religion. (Knowledge or familiarity about the communities' ethic and cultural diversity is preferred.)
7. Must have the ability to evaluate research and see opportunities to develop new approaches for organizing across differences.
8. Must have the commitment to address dynamics of power, privilege and oppression on an individual and institutional level
9. Able to attend training and complete AmeriCorps timesheets, data collection and mid and end of year reports

### **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:**





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The above responsibilities will be carried out in a variety of settings including on-site, various community meeting settings, schools and public gatherings. This is an AmeriCorps service position, and the service hours will correspond to the operation and needs of the program, including evenings and weekends.

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.

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.**



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