



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



Team Leader CEDO Connect AmeriCorps Program Full Time 1700 Hours

Community and Economic Development Office, City of Burlington

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 Team Leader will support the AmeriCorps team in members in their daily service to support the program goals of closing opportunity gaps to youth for academic engagement and STEM awareness, and supporting family and community engagement. The Team Leader will focus on supporting the AmeriCorps training program and a variety of special projects and days of service, including Dr MLK Jr Day, Mayors' Day of Recognition, City Youth events and AmeriCorps Week and provide support to the City of Burlington My Brother's Keeper Initiative.

The Team Leader will develop relationships with agencies, parents, students and community leaders to help them understand, connect and better network with City opportunities and AmeriCorps programming in the City. They will help identify and eliminate barriers to participation such as process, cost, climate or transportation and share perspectives about how to best serve diverse populations in the City

Key Responsibilities:

- Support AmeriCorps*State members in their learning and development and to be effective in their service site.
- Develop and support training experiences for members and clients to increase school engagement for youth, STEM awareness, and community engagement for families
- Assist CEDO AmeriCorps team to increase the City of Burlington's capacity to support and supervise and coordinate collective community efforts to reduce disparities for youth through direct outreach and activities with community youth programs and schools
- Engage stakeholders in advancing local MBK Initiative, connecting youth to City's programs and employment



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- Advance community awareness and connectedness about AmeriCorps and community events and initiatives through social media engagement tools
- Organize and support annual service events and youth events
- Analyze data and pre and post survey program participants
- Gather data on participant demographics
- Develop relationships with local organizations to increase youth programming opportunities
- Serve closely with the Program Director in all aspects of member support
- Attend training and complete AmeriCorps timesheets, data collection and mid and end of year reports

Skills and Qualifications:

- Knowledge of Burlington's neighborhoods and community initiatives
- Prior National Service or experience leading a diverse team is desired
- Self-awareness in personal reflection, ability to perform activities cooperatively and receive and provide guidance.
- Comfortable serving with people from diverse backgrounds and experiences
- Self-initiative to drive projects and tasks forward with collaboration and communication
- Leadership to serve as an integral part of a team of energetic and committed individuals
- Commitment to supporting community needs and promoting healthy dialogue
- Communication : Basic written and verbal communication in English, other languages highly valued
- Communication: skilled in speaking directly but sensitively about issues of race, class, gender, sexuality, and other aspects of diversity and oppression within an institutional framework
- Commitment: to addressing dynamics of power, privilege and oppression on an individual and institutional level
- Background in community development preferred, no specific educational degree is required

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
- Strong communication and relationship building skills.

Additional Information:

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

This position is:





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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 Please send as one PDF document with email subject line listing the position title.

Application deadline for member: 20th 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.