



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



School Partnerships and Community Outreach Associate Half Time 900 hours

Very Merry Theatre, 20 Allen 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.

Mission: Building strong, inspired youth and communities through theatre arts.

Our performing arts center is a new community base. This busy center of activity provides four seasons of productions for all age groups as well as cabarets, open mics, drama clubs, homeschooler specials and vacation camps. Located in the Old North End of Burlington, 20 Allen represents the home of our diverse and constantly expanding community. We encourage all children to participate in any programs that we may offer, regardless of financial background. Our generous sponsors and donors allow us to provide monetary support to any child who is interested in being involved. The Very Merry Theatre is a dynamic organization that provides children from the ages of five to eighteen with the opportunity to produce and perform original plays through their schools. We work consistently with seven Burlington schools, one in So. Burlington and one in Westford. Through the Vermont Arts Council grants we have the capacity to work with elementary and middle schools all over Northwestern Vermont. Students of all levels of experience are encouraged to participate in any way they choose, which can include acting, set design, or helping with makeup and costumes.

The VMT **AmeriCorps School Partnerships and Community Outreach Coordinator** will assist VMT staff in their capacity to reach participants and make new community partnerships

Key Responsibilities:

- Provide support to students and school based productions in the Burlington School District. Priority sites include CP Smith, Sustainability Academy Elementary, and Hunt Middle schools. Supports will also be provided to students and productions at Edmunds Elementary and Middle schools.





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- Represent Very Merry Theatre at the Burlington School District After-School Coalition meetings and associated programs, e.g. Summer Camp Fair.
- Collaborate with community partners, afterschool and guidance staff and the Connect AmeriCorps team, to identify and recruit program participants; streamline coordination with staff across the Burlington School District
- Provide service supports, such as home communication, scheduling support, translation and transportation for low income students and/or students of color who are taking part in during and after school activities.
- Support the development of high school students volunteering, mentoring and Summer interning with the Very Merry program to maintain contacts with underserved students
- Provide support to district students taking part in activities at the ONE Community Center
- Assist as needed in ONE Community Center based programs, providing direct services to youth programming
- Coordinate with other ONE Community Center programs, e.g. AALV, The ONE Teen Center, the Hindu Temple, the Family Room and others for program collaboration.
- Represent Very Merry Theatre at ONE community groups, e.g. the ONE Arts and Business Association, and other appropriate coalitions, e.g. the KidSafe Collaborative.
- Assist with theatre program design and implementation at the ONE Community Center and Summer programming
- Attend training and complete AmeriCorps timesheets, data collection and mid and end of year reports

Skills and Qualifications:

- Enjoy serving with and supporting children, teen and adults.
- Knowledge of Burlington's neighborhoods a plus
- Self-initiative to drive projects and tasks forward with collaboration and communication
- Be organized and detail oriented.
- Excellent computer skills; Excel proficiency a plus.
- Comfortable serving with people from diverse backgrounds and experiences
- Be available to serve during school hours, after school and periodic nights and weekends.

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.



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Additional Information:

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 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.