



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



Special Populations Outreach Programs Asst Full Time 1700 Hours

Burlington Parks, Recreation & Waterfront, Center of Recreation & Education (CORE) at the ONE 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 City of Burlington Department of Parks, Recs and Waterfront seeks connect diverse and dynamic public spaces and programs which grow, inspire and create inclusive social interaction through land, water and people.

The main goal for our Special Populations Outreach Programmer is to provide supports to close opportunity gaps for youth and families, our member and program participants, through access to training and inclusive programming for BPRWs identified special populations, with a strong focus on youth.

Key Responsibilities:

- Create a data identification tool that collects youth/participant program needs
- Pre and post survey current and proposed youth program participants
- Gather data on youth participant demographics
- Create and execute programs to stage leisure experiences for youth program participants
- Develop relationships with local organizations to increase youth programming opportunities
- Serve closely with the Recreation Program Manager in all aspects of the position
- Create and implement program outreach and marketing tools
- Attend training and complete AmeriCorps timesheets, data collection and mid and end of year reports

Secondary Responsibilities:





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- Identify ways in which all of BPRW programs and events can be better fit for all youth populations
- Create a social media account for youth

Skills and Qualifications:

- Well-developed organizational skills to oversee simultaneous programs at various forms of development, implementation, and evaluation.
- Ability to communicate effectively orally and in writing to supervisor, partners, and program participants.
- Ability to develop and adapt a schedule of services to meet the needs of a diverse population.
- Knowledge of budgetary procedures and practices.
- Ability to be a productive member within a strong team environment.
- Ability to work independently.
- Experience in Microsoft Office applications.
- Ability to provide courteous and professional customer service.
- Ability to serve evening and weekends hours.
- Ability to obtain and maintain Red Cross CPR and First-Aid Certification within 60 days of start of service
- Possession of a valid State of Vermont Driver's License preferred

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:

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





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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)

x **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: open until filled

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.

