 ****

***Position Title***

**Name and place of Sponsoring Organization**

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.

Your Organization's Mission Here

Goal of Position & Service Projects Here

**1.**

**2.**

**3.**

**Key Responsibilities:**

* Key responsibilities members are expected to fulfil (may be in bullet form)
* Able to complete AmeriCorps timesheets, data collection and mid and end of year reports

**Secondary Responsibilities :**

Secondary responsiblities of Position: Are second to essential functions, negotiable, as time allows (may be in bullet form)

**Skills and Qualifications:**

Skills and Qualitfications/requirements (may be in bullet form)

**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 Minimum Qualifications

**Additional Information:**

Service Conditions (Identify the conditions under which the position must be accomplished (e.g. Service is to be performed primarily in a setting with young families, in an office setting, irregular hours, etc.)

Positions begin Monday 17th September 2018 – Friday 30th August 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: 31st 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.**