



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



AmeriCorps Education Specialist Full Time 1700 hours

ECHO, Leahy Center for Lake Champlain 1 College St, Burlington, VT 05401

This AmeriCorps position will serve as part of CEDO's CONNECT AmeriCorps program. Our AmeriCorps members receive training and provide direct service in support of program goals to expand culturally appropriate youth programming and family supports to close opportunity gaps in education and employment, and develop community and school engagement. Members strengthen connections for youth to skill building for education and career development, with outcomes of increased school engagement, and increased job readiness, pathways to college and career, internships, and summer jobs. Member service and programming for community connection and positive youth development with youth and families will develop community and civic engagement, and college and workforce readiness. Youth programming and engagement in schools and in our communities, through expanded learning opportunities in and out of school, reduces risky behavior and leads to safer and healthier 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

ECHO's Mission is to inspire and engage families in the joy of scientific discovery, wonder of nature, and care of Lake Champlain.

Goal of position: This position is focused on increasing STEM education to close opportunity gaps for youth, increase academic engagement and provide employability skills for youth in growth fields in Vermont, enhancing career exploration and career pathway education.

1. To increase STEM enthusiasm and career awareness among PK – 12th grade students through support and delivery of ECHO's teen leadership training program and delivery of STEM Community Night outreach events.
2. Serve with youth and volunteers to increase the ability of ECHO to support diversity, equity, and inclusion in STEM education activities through the development and delivery of training activities and programming.
3. To reduce opportunity gaps in early childhood education through the delivery of a free caregiver-child drop-in program.





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Key Responsibilities:

- Member will serve with youth members of ECHO's Teen Leadership Program, providing training to youth to deliver STEM education activities to family audiences and grow teens' job readiness
- Assist in the delivery of approximately 25 STEM Community Night outreach events in schools and other community settings
- Assist in the development and implementation of STEM youth camps
- Assist with ECHO's early childhood family drop-in program to increase youth kindergarten readiness and caregivers' ability to support healthy child development, closing opportunity gaps and increasing community engagement.
- Assist in the development and delivery of diversity, equity, and inclusion training and child development training activities for ECHO education volunteers and teen leadership youth members
- Provide occasional support to walk up educational activities in the museum, designed to promote youth education in science and technology.
- Co-lead the coordination of the ECHO and CEDO AmeriCorps Team's annual Martin Luther King Jr Community Day
- Attend training and complete AmeriCorps timesheets, data collection and mid and end of year and other required program reporting
- Organize, support, or participate in events and activities across the program network in support of AmeriCorps Team

Secondary Responsibilities:

- Provide occasional support to walk up educational activities in the museum, designed to promote youth education in science and technology.

Skills and Qualifications:

- Experience facilitating education activities with youth.
- Familiarity with Microsoft Office, Google Apps.
- Enthusiasm for working with learners of all ages.
- Enthusiasm for teaching a diversity of STEM content, including engineering, the physical sciences, and ecology.
- Ability to develop effective diversity, equity, and inclusion training activities with supervisor support.
- Ability to work collaboratively in a dynamic team setting.
- Ability to coach adult volunteers and teen interns.
- Excellent material organizational skills.
- Strong interpersonal and written/verbal communication skills.
- Committed to ongoing cultural responsiveness.



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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.
- Valid driver's license.
- Comfortable driving a small box truck.
- Ability to lift 25 lbs.

Additional Information:

Service will be in an office setting, on the museum floor, and in school and other community settings around Vermont, indoors and out of doors. Delivery of STEM Community Nights involves the lifting of mobile exhibits and driving of ECHO's small box truck. Regular hours daily except during the school year when schedule will shift to later hours due to the teen leadership training schedule. This regular schedule will be adjusted to accommodate the delivery of frequent STEM Community Nights and less frequent weekend and holiday service activities. STEM Community Nights occur primarily in the evening and as scheduled by schools and other community sites. Service locations are varied. Service hours may vary and will include some weekends and evenings. Direct service activities will be with youth and families and with community members.

Program year: Monday 9th September 2019 – Friday 28th August 2020

This position is:

Full Time position requires 1,720 hours (average 35 hours per week) for one year. Member benefits include a living allowance of \$14,800 (pre-tax), and an education award of \$6,095 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and training opportunities.

Half Time position requires 910 hours (average 20 hours per week) for one year. Member benefits include a living allowance of \$7,829 (pre-tax), and an education award of \$3,047.50 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and training opportunities.

Quarter Time: position requires 460 hours of service. Member will receive a living allowance of \$3,848 (pre-tax), and an education award of \$1612.43 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities.



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This position (check one)

does

does not

have recurring access to vulnerable populations (youth, persons over 60, individuals with disabilities).

To Apply:

Please apply via [MyAmeriCorps](https://www.burlingtonvt.gov/cedo/amicorps) – Links to CEDO Connect AmeriCorps positions
<https://www.burlingtonvt.gov/cedo/amicorps>

Or send a resume, cover letter and two (2) references to CEDO's CONNECT AmeriCorps Program
amicorps@burlingtonvt.gov **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: Position 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.