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***Youth and Special Populations Outreach Assistant***

**Burlington Parks, Recreation & Waterfront**

This AmeriCorps position will serve as part of CEDO’s EACH Youth 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, support school engagement for youth graduating ready for career or further education, and keep youth safe, on track, and given access to opportunity. 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. At the end of the program year AmeriCorps members will be responsible for improved academic engagement and increased community connections for access to employment, internships, training and education for youth.

To 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 increased economic opportunity for our member and program participants through access to training and inclusive programming for BPRWs identified special populations.

**Key Responsibilities:**

* Create a data identification tool that collects program needs
* Connect and create relationships with all of Burlington’s underserved populations
* Pre and post survey current and proposed program participants
* Gather data on participant demographics
* Create and execute programs to stage leisure experiences for program patrons
* Develop relationships with local organizations to increase programming opportunities
* Serve closely with the Recreation Program Manager in all aspects of the position
* Create and implement marketing tools
* Other responsibilities identified by supervisor

**Secondary Responsibilities :**

* Identify ways in which all of BPRW programs and events can be better fit for all populations
* Create a social media account for senior citizens and teens
* Other responsibilities identified by supervisor

**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 work evening and weekends hours.
* Ability to obtain and maintain Red Cross CPR and First-Aid Certification within 60 days of hire.
* Successful pass State of Vermont Childcare Criminal Check
* 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
* Commitment to the goals of the CEDO’s EACH Youth AmeriCorps program

**Additional Information:**

Service conditions will be indoor and outdoor, in all-weather conditions.

AmeriCorps member must meet these physical or mental/reasoning requirements:

1. Seeing
2. Color perception
3. Hearing/listening
4. Clear speech
5. Reading – basic
6. Reading – complex
7. Work alone
8. Work with others
9. Face to face contact
10. Climbing
11. Pushing/pulling
12. Math skills – basic
13. Clerical
14. Outdoor conditions
15. Lifting
16. Carrying
17. Driving
18. Inside work environment
19. Analysis/comprehension
20. Judgment/decision making
21. Moves objects

Positions begin September, 2017 and end August 17th, 2018.

This position is: (check one)

\_X\_**Full Time position** requires 1,700 hours (average 40 hours per week) for one year. Member benefits include a living allowance of $14,000 (pre-tax), and an education award of $5,775 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and substantial training opportunities.

**\_\_Half Time position** requires 900 hours (average 20 hours per week) for one year. Member benefits include a living allowance of $7,406 (pre-tax), and an education award of $2,888 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial 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 EACH Youth AmeriCorps Program americorps@burlingtonvt.gov **Please send as one PDF document with email subject line listing the position title.**

Application deadline for member: Until filled

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.**