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***Position Title Family Support Member***

**The Janet S. Munt Family Room 20 Allen St. Burlington, Vt. 05401**

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.

The Family Room provides support families with young children in growing happy healthy children, strong families, building a vibrant connected community where all are welcome.

Goal of Position & Service Projects Here

**The goal of this position is to support families of young children in multiple ways to help them understand and access our programs, the programs and resources now offered in the ONE Community Center and in the wider community. There are multiple youth, education, health, wellness and job readiness opportunities in our center. This position supports our culturally appropriate preschool, school readiness and parent participation in the early school experience, to strengthen later involvement. The member will assist parents access supports for older children, as well as ELL classes, workshops, school conferences, employment readiness, nutrition, wellness and child development. This position also support beneficiaries to register for and access family opportunities like the Open Door Program of ECHO, gardens, classes, support and book groups.**

**Key Responsibilities:**

* Learning and informing beneficiaries about resources in the ONE Community Center and wider community
* Outreach to families about those programs and resources and helping families meet the relevant providers
* Support families attending classes and workshops
* Support preschool program and garden curriculum
* Help families access resources and wellness activities, attend workshops with them, and visit programs they would not feel comfortable attending on their own
* Support staff growing cultural competence
* Support families with older children access year round support in the education system

**Secondary Responsibilities :**

* Support the garden program
* Attend workshops on cooking and nutrition
* Support parent conferences
* Plan for workshops
* Attend book groups

**Skills and Qualifications:**

* Enjoyment and openness toward families and young children from all walks of life
* Desire to learn about new programs
* Ability to reach out to families and inform about and support them to attend those new programs
* Knowledge of ages and stages of development and appropriate expectations for preschool
* Experience of various ages children's development and knowledge of and willingness to learn about resources
* Knowledge of our diverse community cultures
* Understanding of the challenges faced by refugee and immigrant families and particularly parents of youth growing up in a new culture

**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 (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.)

**Service is primarily in a setting with families and young children. There are regularly scheduled programs during morning and early afternoon hours and some irregularly scheduled workshops. There will be some attending of workshops and meetings with other organizations to act as a liaison and our regularly scheduled staff meetings**

Positions begin September 4th, 2017 and end August 17th, 2018.

This position is: (check one)

\_\_**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.

**X\_\_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](mailto: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*](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.**