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***Youth Assistant and Outreach Associate***

**Generator Makerspace**

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.

Generator is a maker space – a shared design and fabrication environment – dedicated to supporting the creative, educational, prototyping, development, launch, and early-stage production needs of our members. We offer universal access to studios, shared tool-sets, training, programming and a vibrant, solutions-oriented community to advance our members’ creative endeavors. Generator is a place for ideation and iteration and as such, there is never a dull moment.

Generator is looking for an AmeriCorps member with strong organizational and communications skills to assist Generator’s Outreach Coordinator to implement our Community Outreach strategy and expand our service provision to young people which will:

* Bring greater diversity to the Generator community by reducing barriers to membership for under-served populations including low income youth, women and girls, people of color, and new Americans..
* Increase Generator’s visibility and utility in the larger Burlington community by partnering with local organizations to provide skill-building opportunities to their low-income and under-served clients. These organizations include schools, youth organizations, or social service providers
* Deliver training/curricula to school or community youth programs or Summer activity camps
* Promote Entrepreneurship in the Burlington community through our Entrepreneur in Residence program

**Key Responsibilities:**

The position will entail:

* Serving with community partners (public schools, King Street Center, Spectrum Youth and Family Services, etc..) to offer K-12 STEM based education programming and vocational training
* Coordinating special educational events, class visits, and events with corporate and non-profit partners.
* Reaching out to project participants and potential new members to provide supports and mentorship to facilitate their engagement in the Generator community.
* Provide training to staff and volunteers of partnering community organizations so that they may integrate maker activities and resources in their programming.
* Creating communications materials for the outreach program.

**Secondary Responsibilities :**

Shared tasks within the Generator space

**Skills and Qualifications:**

* Excellent interpersonal and verbal communication skills in a team environment
* Strong organizational skills, time management skills, and attention to detail.
* Must be able to serve independently.

**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:**

Position is 27 hours per week and will be based at Generator. Will include evenings and weekends

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

This position is:

**\_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)

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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.**