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Community Partnerships Outreach Coordinator HT

**Very Merry Theatre**

**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.

**Mission:**

Building strong, inspired youth and communities through theatre arts.  
*-Very Merry Theatre* (VMT)

**Goal:**

The VMT **AmeriCorps Community Partnerships Coordinator** will assist Very Merry Theatre to expand capacity to reach participants through strengthened community partnerships.

**Key Responsibilities:**

* Coordinate with other ONE Community Center programs, e.g. AALV, The ONE teen Center, the Hindu Temple, the Family Room and others to for program collaboration.
* Represent Very Merry Theatre at ONE community groups, e.g. the ONE Arts and Business Association, and other appropriate coalitions, e.g. the KidSafe Collaborative.
* Assist as needed in ONE Community Center based programs, providing direct services to youth programmng
* Provide direct services, such as home communication, scheduling support, and translation.
* Coordinate with AmeriCorps School Outreach Coordinator and ONE community partners to identify and recruit program participants.

**Secondary Responsibilities:**

* Design data collection methods to capture participant numbers, demographics and preferred contact methods.

**Skills and Qualifications:**

* Candidates must enjoy serving with children, teen and adults.
* Candidates must be organized and detail oriented.
* Candidates must have excellent computer skills; Excel proficiency a plus.
* Candidates must demonstrate cultural capacity to work with children, teens and families from a wide variety of backgrounds.
* Candidates must be available periodic nights and weekends.

**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:**

Services will occur primarily at the ONE community Center on Allen St. in Burlington. Travel to meeting within the city is required. Position will support community members, children, teens and their families.

Positions begin November 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.

**\_XHalf 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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\_\_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: 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.**