



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



Summer Program Activities Coordinator 450 hours position June 11th to August 17th 2018

University of Vermont, Upward Bound

This AmeriCorps position will serve as part of CEDO's EACH Youth AmeriCorps program. Our members will receive training and provide direct service in support of program goals to close opportunity gaps through: expanding culturally appropriate youth programming and family supports, supporting school engagement for youth to graduate ready for postsecondary and career opportunities, and keeping youth safe and motivated to pursue their academic and personal interests. Our members will provide innovative responses to pressing community problems through collaboration with city departments, state agencies, other educational institutions and nonprofit organizations in Burlington, Winooski, and elsewhere in Chittenden County. At the end of the program year, AmeriCorps members will be responsible for increasing student engagement within their schools and communities and for helping provide access to employment and internship opportunities, academic coaching, and other enrichment experiences for youth.

Organization Mission:

The University of Vermont TRIO Upward Bound Program is a program for low-income students who would be the first generation in their family to obtain a college degree. Our mission is to expose participants to various enrichment opportunities and to support them in developing necessary skills for completing high school, then enrolling in and graduating from college.

Goal of Position & Service Projects:

The AmeriCorps Summer Program Activities Coordinator will begin June 11th 2018 and serve through mid - August. From June 18–July 27, 2018 we offer a six-week, non-residential summer program (referred to as Summer College) on the UVM campus for up to 50 high school students from Burlington and Winooski High Schools.

Key Responsibilities:

The Activities Coordinator assists with implementing a range of enrichment services and activities geared towards low-income/first-generation students who are Upward Bound participants enrolled in Summer College. The Activities Coordinator will incorporate the values and expectations set out by CEDO's EACH Youth AmeriCorps program into his/her service with Upward Bound participants.





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The Activities Coordinator will serve directly with program participants during the entirety of the summer program, and will assist with the planning and evaluation of summer program field trips, events, and activities including college campus visits, community service projects, career exploratory events, leadership development activities, and recreational opportunities.

Included in these activities will be the Leadership Trip (June 18-22), a trip with 40-50 program participants to a location TBD (potentially Boston or Philadelphia) to explore area colleges, visit local museums, and take in other unique cultural experiences.

The Activities Coordinator will be responsible for creating an atmosphere of safety, trust, and respect among other summer members and Upward Bound participants and dealing with conflicts and disagreements in a timely and fair manner. He/she will serve together with program staff to serve as advisors, tutors, educators, and role models to Upward Bound students. Some evening and weekend hours will be required.

The Activities Coordinator will: maintain accurate reporting information as requested by CEDO's EACH Youth AmeriCorps program; comply with CEDO's EACH Youth AmeriCorps program and Upward Bound reporting policies; submit bi-weekly AmeriCorps timesheets via OnCorps, and participate in orientations, trainings, and reflective activities hosted by CEDO's EACH Youth AmeriCorps program.

Secondary Responsibilities:

- Helping with tracking program activity attendance
- Supporting the implementation of the USDA Summer Food Service Program

Skills and Qualifications:

Enrolled in a Bachelor degree program with minimum third year credits status preferred. The successful candidate has demonstrated a commitment to addressing diversity concerns as well as sensitivity to individuals who have limited income and/or are from educationally disadvantaged backgrounds. Experience working with youth (either in an academic or camp-based environment) is essential. Knowledge of adolescent issues and needs desirable. Valid driver's license and clean driving record are required.

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



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Additional Information:

The position will primarily be performed with high school students at the University of Vermont as well as in the Burlington/Winooski communities. The position will also require irregular and late-night hours both during the Leadership Trip and during our college visits/overnight trips each Thursday night.

Positions to begin June 11th, 2018 and end August 17th, 2018.

This position is:

X Quarter Time: Requires 450 hours of service. Member will receive a living allowance of \$3,703 (pre-tax), and an education award of \$1,453 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and various training opportunities. This position also has the option of UVM housing.

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 the program director, Adam Hurwitz amhurwit@uvm.edu

Please send as one PDF document with email subject line listing the position title.

Application deadline for member: March 15th, 2018

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.