



## **2018/19 Position Description AmeriCorps Corpsmember**

Colorado Youth for a Change (CYC) is an educational nonprofit organization with a statewide scope, which provides direct service to high school aged youth. CYC's mission is to solve Colorado's dropout crisis. CYC utilizes an outreach, relationship, and case management approach to help either interested out-of-school youth return to school or in-school youth remain in school.

### **Position Summary**

CYC is hosting 30 AmeriCorps members who will engage with in and out of school youth to assist in combating the dropout crisis. AmeriCorps members will focus on interventions such as home visits, phone calls, tutoring, and addressing individual student barriers to improve attendance, reduce truancy rates, and re-enroll youth that are dropped out. The goal of the Corpsmember term of service is to engage students, improve attendance, and help support a path toward academic success. Members serve within one of our two programs, Reengagement OR Attendance.

### **Position Duties**

#### **Reengagement Program:**

- Make contact with high school youth that have dropped out of school
- Quickly build relationships with each youth while ascertaining their interest in returning to school
- Assess each youth to help determine appropriate school fit
- Track all students' progress within CYC's database, school databases, and other spreadsheets
- Collaborate as a team with the Colorado Youth for a Change staff
- Re-enroll youth in educational opportunities
- Support youth once re-enrolled through school visits, family engagement, and connecting student to school and community resources

#### **Attendance Program:**

- Quickly build relationships with youth identified with low attendance
- Monitor student attendance and conduct one on one meetings to support students in being successful in school
- Engage parents/guardians through phone calls, meetings, and home visits
- Tutor students in the classroom
- Address barriers to student learning by connecting them with local community service providers so they may focus on school
- Track all students' progress within CYC's database, school databases, and other spreadsheets

**Hours and Term of Service:**

Members are required to serve during a typical school schedule, with some mandatory night and weekend hours. 1200 hours of service are to be completed between August 15<sup>th</sup> and May 31<sup>st</sup>. Members are required to participate in monthly team meetings.

**Service Location:**

CYC AmeriCorps members will be placed at one main site during their term of service. This site may be a school or community organization. There will be monthly opportunities to connect as a larger team with your fellow Corpsmembers in addition to bi-weekly supervision with your CYC supervisor. Service locations sites are located in, though not limited to, Denver, Englewood, Commerce City, Aurora, Fort Collins, Greeley, Jefferson County, and Thornton.

**Position Requirements:**

- 18 years of age or older
- Be a U.S. citizen or lawful permanent resident
- Have a high school diploma or G.E.D; College degree or some college experience preferred.
- Not have served more than the allowed number of AmeriCorps terms previous to this term.
- Submit to a full background check, including a sex offender registry check, state criminal history registry check, and FBI fingerprint-based check. This position has recurring access to vulnerable populations and selection is contingent upon satisfactory results of these checks.

**Preferred Qualifications:**

- Excellent oral and written communication skills
- Independent, self-motivated work style
- Excellent follow-through and strong organization skills
- Experience working with middle and high school age youth, especially disadvantaged youth
- Volunteer experience and interest in service learning
- Access to a reliable vehicle and valid driver's license
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education.
- Bilingual – Spanish/English a plus

**Benefits:**

- Living allowance for a service term of 1200 hours; allowance is up to \$10,000 total, paid twice per month in increments of \$526.32 (pretax).
- Education Award of \$4,144 at the end of a successful term of service, which can be used to repay student loans or for current or future education.



- Mileage reimbursement or bus fare
- Cell phone and laptop for use during service term
- Members participate in professional development and training including personal strengths, inclusivity, working with high needs students, communication styles, and a variety of other topics.

**To Apply or To Inquire:** Please send your cover letter and resume to [americorps@youthforachange.org](mailto:americorps@youthforachange.org).

**Disclaimers:** In accordance with AmeriCorps Regulation 45 CFR 2540.100, this position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include service or duties that have been performed or were performed by a current employee, an employee who recently resigned or was discharged, an employee subject to a reduction in work force, or an employee who is on leave. The Corporation for National and Community Service (CNCS) is committed to achieving a diverse, high-performing workforce. No persons involved with this program will discriminate based on race, religion, creed, color, national origin, gender, age, sexual orientation, political affiliation, disability, marital/parental status, or military service. We strive to provide a service and work environment free of sexual, racial, ethnic, religious or other harassment.

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