



AmeriCorps Program Coordinator

REPORTS TO: Director of AmeriCorps Programs

FLSA Status: Exempt

Position Summary: The AmeriCorps Program Coordinator is responsible for assisting the Director of AmeriCorps Programs in fully integrating all AmeriCorps programs into CYC's culture and identity. The Coordinator helps guide the direction of alternative service activities due to the Covid 19 pandemic, while ensuring the detailed nuances of AmeriCorps funding regulations are met with thoroughness and integrity at every step. This position is also responsible for assisting the Director of AmeriCorps Programs with program reporting; ensuring CYC/AmeriCorps mission alignment; coordinating and facilitating monthly member meetings; and providing bi-weekly supervision to members. This position is full-time and temporary; ending July 31, 2020.

Essential Functions

- Assist the Director of AmeriCorps Programs with ensuring that all program goals are on-track and that contracted goals are met
- Support the development of tools and the data systems to ensure effective implementation of program strategies
- Assist program staff and Recruiter with managing member recruitment, site placement, and onboarding
- Attend AmeriCorps trainings/events
- Conduct bi-weekly member site supervision meetings for an assigned group of members
- Assist in developing, planning, and facilitating monthly day long team meetings
- Ensure AmeriCorps branding and gear is visible across all sites
- Work collaboratively with other Program Managers, Site Supervisors, and school staff to provide cohesive services among the programs
- With the assistance of Human Resources and agency Leadership, carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Plan and lead service projects throughout the service term for, but not limited to, Martin Luther King Jr. Day, 9/11 Day of Remembrance, and Cesar Chavez Day

Other Duties

- Attend and participate in staff and AmeriCorps-related meetings as required
- Speak on behalf of the organization when appropriate
- Run errands as needed using personal transportation
- Perform other duties, responsibilities, and special projects as assigned

Knowledge, Skills, and Abilities

- Computer skills in Microsoft Word and Excel with an emphasis on the ability to create spreadsheets and tables in order to capture data in a useful and intelligible manner
- Excellent written and oral communication and interpersonal skills

- Ability to work independently and remain organized in multiple settings, while simultaneously keeping track of the results achieved
- Ability to contribute to a positive morale
- Experience and comfort working with staff and students from diverse backgrounds as well as their families and support networks as it relates to education
- An ability to “change gears” and work collaboratively with internal staff and external partners
- Advocacy skills, which encourage and promote education and returning to school as the best option for youth
- An ability to find and stay informed about beneficial resources for youth and AmeriCorps members throughout the state of Colorado
- Appreciation of clear and appropriate boundaries with youth and AmeriCorps members
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- Commitment to supporting and being a part of CYC’s effort to continually strive toward inclusivity and growth and appreciation of the organization and each individual’s unique strengths and perspective, including a commitment to self-development identity work
- Dedication to engage staff and students across social identities

Minimum Qualifications

- Two years of experience working with high risk, adolescent populations
- Facilitation and supervision experience preferred

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PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NA:** Not applicable, not required of this position.
- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NA	NE	O	F	C
Sitting				X	
Walking		X			
Standing		X			
Running	X				
Bending or twisting		X			
Squatting or kneeling		X			
Reaching above shoulder level		X			
Climbing (e.g. ladders)	X				
Driving cars, light duty trucks		X			
Driving heavy duty vehicles	X				
Repetitive motion of hands/fingers					X
Grasping with hand, gripping			X		

	NA	NE	O	F	C
Lifting/carrying 10-25 pounds		X			
Lifting/carrying 26-50 pounds		X			
Lifting/carrying more than 50 pounds	X				
Pushing/Pulling		X			
Using Foot Controls		X			
Work in/exposure to inclement weather	X				
Work in/exposure to cold water	X				
Exposure to dust, chemicals or fumes	X				
Work/live in remote field sites	X				
Use of hazardous equipment (e.g. guns, chainsaws, explosives)	X				
Work at heights (e.g. towers, poles)	X				
Exposure to infection, germs or contagious diseases			X		
Exposure to blood, body fluid, or potentially contaminated materials	X				
Exposure to needles or sharp implements	X				
Use of hot equipment (e.g., ovens)	X				
Exposure to electrical current		X			
Seeing objects at a distance		X			
Seeing objects peripherally		X			
Seeing close work (e.g., typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone					X

	NA	NE	O	F	C
Communicating through speech				X	
Communicating by writing/reading				X	
Exposure to aggressive/angry people			X		
Restraining/grappling with people	X				
Other:					
Other:					

Items checked above must be consistent with tasks listed.

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date