



## TRUE NORTH AMERICORPS MEMBER POSITION DESCRIPTION

*Engage in our community. Invest in our youth. Develop yourself.*

**Position Title:** Youth Development Specialist

**Program Office:** 28 East Village View Dr., Duluth, MN 55805

**Service Location(s):** Youth serving agencies in Duluth and surrounding areas

**Service START Date:** August 16, 2019

**Service END Date:** August 16, 2020

**Hours of Service:** 25-40 hours/week; Hours vary by site, start date, and position size. Days and hours typically fall between 9am-5pm, Mon-Fri

### POSITION SUMMARY

True North Americorps members commit to a service term with the goal to enhance the positive youth development initiatives in the Duluth community. We achieve this through engaging youth in a combination of mentoring, service learning, and academic enrichment activities. Through support and valuable trainings provided regularly by the True North Americorps leadership team, our members coordinate and deliver after school enrichment programming, provide academic support, and build meaningful mentoring relationships with the youth in their programs.

### ESSENTIAL FUNCTIONS

- Build engaging mentoring relationships with youth participants
- Track student participation and academic, social and emotional development
- Coordinate and deliver afterschool and summer academic enrichment activities
- Facilitate a youth-led service learning project during Global Youth Service Day in April
- Recruit, screen, and train volunteers to increase program capacity to serve youth
- Document volunteer impacts and hours
- Assist supervisor(s) to keep program records and evaluate program outcomes, making changes as needed based on evaluation data
- Attend all True North required trainings and submit reporting data by program deadlines

### BENEFITS

- Bi-weekly living allowance up to \$535
- Education Award up to \$6,095 awarded at end of service term
- Loan Forbearance
- Free Health Insurance (full time only)
- Childcare assistance (for full time members who qualify)
- YMCA membership
- Professional development and networking opportunities in education and youth work
- Real life experience in a field of your interest

## QUALIFICATIONS

### *Required*

- Must be at least 18 years old at the start of the service term
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Verify that his/she has high school diploma or GED equivalent
- *Please note:* final candidates will be required to successfully pass a FBI background check before being officially enrolled in AmeriCorps by True North AmeriCorps
- Volunteer experience or desire to develop a strong service ethic
- Experience working with youth and youth programs
- Strong written and oral communication skills
- Possess basic computer skills
- Pass a reading and/or math test correlated to the highest grade level to be served
- Self-motivated, able to work independently without daily supervision and take initiative
- Able to present oneself in a highly professional manner and represent True North and National Service

### *Preferred*

- 2- or 4-year degree social work, education, human services, or related field
- Demonstrate awareness and acceptance of cultural differences
- Knowledge/understanding of the impact of class and race on behavior, attitudes, and values
- Experience working collaboratively with youth and adults
- Initiative to plan and follow through with projects/programs
- Able to work independently without much direction as well as on teams

## TYPICAL WORK ENVIRONMENT

- Noisy with many youth demanding attention in a classroom or large program space
- Work setting may include a combination of inside computer / planning work in a shared office or cubicle and outside program facilitation in all weather conditions

## NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees, applicants for employment, and applicants for AmeriCorps service without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Reasonable accommodations provided upon request. This document is available in alternative formats.

## TO APPLY:

Go to **[TrueNorthAmericorps.org/apply](http://TrueNorthAmericorps.org/apply)** to complete application

If you have any questions, please contact:

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