

4-H STEM AmeriCorps Member

Colorado State University Extension Jefferson County



The CSU Extension 4-H STEM AmeriCorps Program is an initiative to provide youth exposure to STEM programming.

Reports to: Site Supervisor Barbie Garnett – 4-H Youth Development Agent & Program Manager

Service Position Summary: This member serves in Jefferson county developing, strengthening and delivering youth development programs emphasizing 4-H STEM in out-of-school time settings to ensure that children and youth (ages 8-18) have the tools and opportunities that will lead to graduation from high school and preparation for entering the workforce while developing their interest in STEM. 1 quarter-time or 4 part-time AmeriCorps positions are needed (pending grant funding). Service will begin with the new member orientation training in August, September or April.

Essential Functions:

- Plan, coordinate, lead, deliver and evaluate educational 4-H Science, Technology, Engineering, and Math (STEM) programs to youth in out-of-school time settings.
- Commit to complete your term of service.
- Serve as an advisor to volunteers by providing leadership and guidance as appropriate.
- Incorporate and implement educational enrichment activities, service learning events, community partnership development, and volunteer recruitment within the programming framework of the host site.
- Collect, document and report quantitative and qualitative impact data for quarterly progress reports and monthly impact statements.
- Accurately and professionally discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives.
- Recruit and train community volunteers to assist with programs.
- Manage relationships with partner sites.
- Complete contract service hours (Part-time, 900 hours) or (Quarter-time, 450 hours) and site-specific responsibilities by July 31, 2019.
- Participate in on-going trainings and events as required and requested by AmeriCorps and/or CSU Extension.
- Participate in three National Days of Service

Secondary Functions:

- Accurately complete and submit enrollment paperwork and reports.
- Have dependable transportation to and from host site, program/partner site, and programming activities.
- Wear official AmeriCorps identity items such as name tag, T-shirts, and lapel pins during all AmeriCorps service.
- Participate in performance reviews with the site supervisor.
- Meet regularly with site supervisor to discuss programming topics and issues.
- Represent AmeriCorps, Colorado State University Extension, Colorado 4-H Youth Development Program, host site, and program/partner site in a professional manner.

Qualifications:

- Be willing to provide direct services, strengthen the community or build the capacity of the organization as described in the position description.
- College coursework, college degree, or equivalent work experience or background, dedication to community service.
- Be a U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
- Have a high school diploma or GED and be at least 18 years old.
- Have a valid driver's license and reliable transportation.
- Pass required criminal background checks, including a National Sex Offender Website search, to serve with at-risk or vulnerable populations.
- Be willing and able to complete the required hours of service by July 31, 2019.

Desired Knowledge, Skills, Abilities:

- Experience working with youth and enjoyment of working with youth.
- Hands-on experience in the areas of education, youth development, STEM or other related field.
- Knowledge of developmental youth milestones and characteristics.
- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
- Ability to make a commitment to complete term of service (between August 2018 – July 2019).

- Strong verbal and written communication skills.
- Ability and willingness to serve in a team setting and to promote collaboration.
- Ability and willingness to develop innovative and creative approaches to assigned responsibilities.
- Ability and willingness to serve in a position with flexible hours, including evenings and weekends.
- Ability to use a computer for e-mail communication, online reporting (monthly time reports, quarterly impact data), and preparing monthly impact statements or semi-annual reflections.
- Outgoing and personable nature.
- Adaptable, practical, energetic, and intrinsically motivated.
- Professional, respectful, and brings a positive attitude.
- Personal and professional commitment to diversity.

Requirements:

- Attend all required training, including Orientation Training in August 25-26 or beginning of September or end of April
- Submit an online timesheet to report service hours once every two weeks
- Report data in online databases each week
- Complete 450 or 900 hours by July 31st
- Attend other events (mandatory service days in September, January, and April, member retreat typically in the fall, end of year celebration in early June, etc.) throughout the program year.

Living Allowance:

- Part-time members earn a living allowance of up to \$6866 (disbursed in equal payments every two weeks) for their term of service (900 hours) as well as an Education Award of \$2960 upon successful program completion
- Quarter-time members earn a living allowance of up to \$3433 (disbursed in equal payments every two weeks) for their term of service (450 hours) as well as an Education Award of \$1566.14 upon successful program completion

Training Provided: New member orientation (a two-day introduction to the program), monthly member development trainings, ongoing training at your host site, and training provided by Serve Colorado (the member retreat).

Service Environment: Ability to serve in a school, library, park or recreational center setting with active children.

To Apply: Positions are available in counties across Colorado. For a list of current openings, please visit our website: <http://www.4hstemk12.colostate.edu/ameri-corps/join-our-team/>. Apply by sending a cover letter and resume to the site supervisor, Barbie Garnett at bgarnett@jeffco.us. For more information about the program, please contact us melinda.macpherson@colostate.edu or 970.491.5575.

Helpful Links:

CSU Extension 4-H STEM AmeriCorps Program: <http://www.4hstemk12.colostate.edu/ameri-corps/>
 CSU Extension <http://extension.colostate.edu>
 Colorado 4-H STEM & K-12 Program <http://www.4hstemk12.colostate.edu/>
 Serve Colorado: <https://www.colorado.gov/servecolorado>
 Corporation for National & Community Service <http://www.nationalservice.gov/>
 AmeriCorps <http://www.nationalservice.gov/programs/ameri-corps>

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