

Youth Volunteer Corps of Tucson
AMERICORPS Leader Job Description
(Full-Time)

SAMPLE

General Description:

YVCA Leadership Corpsmembers will focus their activities on organizing and leading YVC service activities related, but not limited to, the two national priorities of education - school success and school readiness, and public safety crime prevention. Position requires a one year, full-time commitment of 1700 hours, renewable for a second year-

Each full-time participant is responsible for **leveraging** approximately 4250 hours of service from 300 middle and high school students annually.

Qualifications:

Minimum qualifications include a demonstrated commitment to service, interest in youth development, high school diploma or GED. Open to Work-Study qualified individuals.

Bilingual persons encouraged to apply.

Position requires three weeks training out of state, in September 1994.

Supervision:

The chain of supervision for the YVCA Leadership Corps is: local YVC Program Director (day-co-day supervision), YVC sponsoring agency Executive Director (overall guidance), YVC President (administration of AmeriCorps terms and conditions, and ultimate responsibility for Leadership Corps.)

Salary:

Full-time corpsmembers will receive an hourly wage of \$5.25 per hour, health care benefits and child care assistance if needed. Upon successful completion of a term of service, each full-time corpsmember will receive an educational award of \$4725, to be used for continuing education or re-payment of student loans.

Corpsmembers who are released by the program before completing a required term of service for demonstrated and compelling personal circumstances may receive a prorated national service education award while corpsmembers who are released for cause may not.

Corpsmembers will sign a participant contract that will stipulate terms of service, acceptable conduct, grievance procedures, termination rules and other assurances as required by the Corporation for National and Community Service.

Activities:

- Assist YVC Program Director in operating quality school-year and summer service projects for middle and high school youth.
- Coordinate school year YVC service learning program with school personnel to involve students in co-curricular service learning activities, including volunteer opportunities during the school day and YVC Clubs among others.
- Assist with development supervision and evaluation of YVC service learning projects.
- Assist YVC Program Director in designing service learning training and curriculum materials and conduct trainings for school personnel and students on quality service learning design.
- Coordinate YVC Team Leaders
- Cultivate and enhance YVC/school partnerships to extend outreach of YVC opportunities for youth.
- Assist with coordination of YVC Youth Advisory Council
- Assist Program Director in designing and conducting full-time summer program
- Partipate in service projects, YVC social activities and recognition events as assigned.
- Attend all required trainings and staff meetings.
- Assist with record maintenmce on project implementation, monitoring and evaluation.
- Additional responsibilities as assigned.