

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 (Josey Pukrop and Diana Solenberger, 4-H Youth Development Agents) & 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. Two quarter-time AmeriCorps positions are needed (pending grant funding). Service will begin with the mandatory new member orientation on April 25-26 and conclude on July 31, 2020.

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 (450 hours) and site-specific responsibilities by July 31, 2020.
- Participate in on-going trainings and events as required and requested by AmeriCorps and/or CSU Extension.
- Participate in up to 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.
- 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. AmeriCorps service is contingent on passing these background checks.
- Be willing and able to complete the required hours of service by July 31, 2020.

Desired Knowledge, Skills, Abilities:

- Have completed some college coursework, college degree, or equivalent work experience or background.
- Be dedicated to community service.
- 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 April – July 2020).

- 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 April 25-26
- Submit an online timesheet to report service hours once every two weeks
- Report data in online databases each week
- Complete 450 hours by July 31st
- Attend other events throughout the program year.

Living Allowance:

- 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 for Jefferson County's positions by sending a cover letter and resume to the [site supervisors jpukrop@jeffco.us](mailto:jpukrop@jeffco.us) and dsolenbe@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/>
 Jefferson County Extension <http://jeffco.extension.colostate.edu>
 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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