



## PORTLAND YOUTH BUILDERS

### ANNOUNCEMENT AMERICORPS VOLUNTEER POSITION in PLACEMENT SUPPORT POSITION TO START IN APRIL 2019

#### POSITION SUMMARY

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Portland YouthBuilders (PYB) is a small alternative high school and job training program dedicated to serving young adults, ages 17-24, who want to transform their lives. PYB's multi-year program focuses on assisting students to complete high school with a GED or Diploma, obtain job readiness skills, become critical thinkers and community leaders, complete their post secondary education/training goals, and successfully launch their careers.

The Placement and Advancement Team helps students develop and achieve their career goals through education, work experience, career coaching, placement assistance, and comprehensive multi-year support.

**Women and people of color are encouraged to apply.**

#### PURPOSE AND SCOPE

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The Teacher's Aide AmeriCorps Member for the Placement and Advancement Team (PAT) is a full-time (40 hours/week) position as an AmeriCorps member of Portland YouthBuilders. Teacher's Aide AmeriCorps members are responsible for assisting program teachers and staff in improving language arts, math and social science skill levels of program participants as these participants study to achieve a GED/HSD; *assisting participants with job readiness and job placement services; and providing support to participants around college readiness, counseling, assistance with financial aid applications and college applications.*

#### DUTIES

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- Provide individual guidance to students in job and college readiness related subjects.
- Provide small group facilitation of classroom activities to support skill acquisition in job and college readiness related subjects.
- Assist teachers with classroom preparation and associated activities.
- Assist teachers with curriculum development.
- Assist with job readiness training to all YouthBuild participants.
- Provide guidance to all YouthBuild participants about possible careers and college placement.
- Assist staff who place students in supporting participants' success in placement and retention by identifying employment and work experience opportunities for them.
- Assist staff in gathering and analyzing participant placement and retention data. Utilize this data to help staff develop strategies to support these students' post-secondary and employment retention.
- Participate in Portland YouthBuilders, YouthBuild USA, and AmeriCorps training, service projects, and other activities, such as Community Meetings.
- Participate and support participants in quarterly community service days for organization-wide participation in service-learning.

*This position has recurring access to vulnerable populations.*

## MINIMUM QUALIFICATIONS FOR AMERICORPS SERVICE

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- Must be at least 17 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US.

## SKILLS AND ABILITIES REQUIRED

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- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Word and Excel.
- Flexibility, patience, tolerance and willingness to learn new related skills.
- Experience in management and motivation of volunteers a plus.
- A basic understanding of Portland YouthBuilders and commitment to the mission of the organization.
- Committed to the concept of national service and to making a difference in the community.

## SUPERVISION

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The Teacher's Aide AmeriCorps - PAT member reports to Julie Westgard, PAT Manager.

## COMPENSATION & BENEFITS

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Position Starts: April 2019  
Length of position: 12 months (must complete 1700 hours of service over 12 months)  
Compensation: AmeriCorps monthly living stipend of \$1,220; monthly bus pass; plus AmeriCorps Education Award of \$5,920 upon completion of 1700 hours of service; qualified to enroll in medical coverage available through AmeriCorps. Members may also qualify for child care allowance. Other benefits include student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.

## APPLICATION INSTRUCTIONS

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Please e-mail your cover letter and resume to Mary Hegel, AmeriCorps Contract Coordinator, [mary.hegel@pybpd.org](mailto:mary.hegel@pybpd.org). Please include "Application for PAT AmeriCorps Teachers Aide" in the subject line. **Applications will be accepted until the position has been filled.** The preferred start date for the position is in **April 2019**, and applications will be reviewed as they are received.

*Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900*  
*PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.*

- This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,100,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.
- This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.
- PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.

