



**ANNOUNCEMENT**  
**Technology Skills Trainer**  
**AMERICORPS VOLUNTEER POSITION WITH STIPEND**  
**POSITION PREFERRED START IN FEBRUARY 2018**

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## **POSITION SUMMARY**

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. Our program offers multi-year support to help students achieve their long and short term goals in employment and post secondary education and training.

PYB's student population is diverse, and many students face barriers which interfere with their success both at PYB and in their hopes for the future. PYB offers support to help students resolve, manage, and overcome these obstacles. The TECHNOLOGY SKILLS TRAINER position is a full-time AmeriCorps volunteer position in the PYB Technology Department. We are seeking someone who is inspired by working with young men and women who are transforming their lives through learning and service. An interest and passion for helping youth through teaching is a must. The AmeriCorps Technology Skills trainer will receive training in activity based instruction, SOHO networking, computer refurbishing, 3D printing, VEX Robotics, and coding. There will also be opportunities to learn more about alternative high schools, non-profit management, and culturally responsive engagement.

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

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## **PURPOSE AND SCOPE**

This is a full-time (40 hours/week) position as an AmeriCorps member of Portland YouthBuilders. The Technology Skills Trainer AmeriCorps Member is responsible for helping guide a team of youth to refurbish and troubleshoot computer hardware and software, provide support to technology in the community, support Technology Instructor in teaching students basic Tech skills, including html, coding, and refurbishing. In addition, the Technology Skills Trainer will provide support, guidance and encouragement in the development of youth leadership and personal and professional development.

*This position has recurring access to vulnerable populations*

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## **DUTIES**

- Build and maintain positive relationships with all students
- Teach basic technology skills and support Technology Instructor in teaching duties
- Participate in community service projects providing Tech education and IT support in the community, such as the Elder Teaching Initiative.
- Assist in personal and vocational education and development of trainees leadership skills in conjunction with PYB staff
- Teach proper use of basic networking equipment and software
- Attend all meetings and retreats as required
- Serve as public ambassador for the program, YouthBuild USA, and AmeriCorps.
- Participate in Portland YouthBuilders, YouthBuild USA, and AmeriCorps training, service projects, and other activities.

## 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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- Skilled at taking initiative, problem solving, and working independently to develop and implement technology program initiatives.
- Skilled at building interpersonal relationships, to work/serve effectively as part of a team, and to manage volunteers
- Strong verbal skills, to communicate effectively with staff, students, volunteers and community groups.
- Skilled at written communication, to develop program teaching materials and assist in the review and evaluation of student work
- Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
- Committed to the concept of national service and to making a difference in the community.
- Strong computer literacy and ability to pick up new skills quickly.
- Able to react to change productively and to handle other tasks as assigned.

## COMPENSATION & BENEFITS:

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Reports to: Wade Hopkins, Technology Program Manager  
Position Starts: Preferred start February 2018  
Length of position: 12 months (must complete 1700 hours of service over 12 months)  
Compensation: AmeriCorps monthly living stipend of \$1,166; monthly bus pass; plus AmeriCorps Education Award of \$5,815 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 Technology Skills Trainer" in the subject line. **Applications will be accepted until the position has been filled.** The preferred start date for the position is in **February 2018**, 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.

