

## Position Description

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### SERVICE PLUS TUTORING EQUALS PRIDE (STEP) AMERICORPS PROMISE FELLOW

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#### POSITION DESCRIPTION

**Title:** *AmeriCorps Promise Fellow at NYFS*  
**Placement Site:** Northwest Youth and Family Services  
3490 Lexington Ave. N. #205  
Shoreview, MN 55126



**Contact:** Tim Gusk  
651-379-3406, [tim@nyfs.org](mailto:tim@nyfs.org)

#### Position Overview

Northwest Youth & Family Services (NYFS) provides professional mental health, social work and life skills services to people of all ages with a focus on youth. We reach 3,500 people annually through our broad range of programs and services, as well as our network of partnerships with other public, private and non-profit organizations. Our mission statement is “preparing youth and families for healthy lives.” The AmeriCorps/Minnesota Alliance With Youth Promise Fellow(s) can directly impact our mission by strengthening community partnerships, empowering young people and by specifically organizing activities to address civic engagement and academic achievement gaps. The following describes the NYFS position.

#### Position Responsibilities

##### Essential Functions

- Liaison between school and NYFS initiatives.
- Plan, organize, and coordinate tutoring sessions, 3 evenings a week, and community service projects with a minimum of 25 6<sup>th</sup>-12<sup>th</sup> graders. Operate a club-model program that allows students to explore hobbies and interests with the help of skilled volunteers.
- Research, organize, and manage community service projects that empower youth.
- Mobilize adult volunteers and train them to be effective in tutoring, mentoring, and in leadership roles.
- Supervise and support volunteers during program time and lead volunteer team meetings on a regular basis.
- Document, initiative activity and present useful information to school community partners, ( S-C ) , and in reports as requested.
- Provide transportation for students and be approved as an NYFS driver.
- Co-lead S-C meetings

##### Marginal Functions

- Participate in school specific and NYFS, AmeriCorps, and Minnesota Alliance With Youth trainings and meetings
- Organize indexes and resource lists that can be utilized by school teachers, social workers, service learning coordinators, and interested community leaders
- Promote youth development ventures in the Mounds View school district
- Assist with the expansion of the S-C partnership, especially by bringing in youth voice.

##### Requirements

- Must be 18 years old\*
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Final candidates will be required to successfully pass a background check before being officially enrolled by the Minnesota Alliance With Youth
- Must be approved in accordance with school district and NYFS guidelines

##### Qualifications

- Interest in youth development and education

- Ability to work independently and in small or large groups
- Strong organizational skills
- Strong oral and written communication skills
- Drivers license and clear driving record

**Desirable Characteristics**

- Bachelor of Arts Degree, preferable in education, psychology, social work, or related field
- Teamwork oriented with passion and commitment
- Ethic of service including volunteer experience
- Knowledge of program development process
- Assertive, confident, and reliable

**Typical Work Environment**

- Comfortable in multiple environments including office, shared office, school classroom or meeting rooms, etc.
- Able to work independently and with regular supervision
- Available for evening programming three times a week; flexible daytime schedule
- Comfortable with being responsible for groups of 15-20 adults and youth in mixed groups
- Comfortable being trained as a driver of NYFS vans

**Benefits**

As a full-time AmeriCorps member, Promise Fellows serve 1700 hours from August 15, 2010 to August 14, 2011 and receive: Modest Living Allowance (appx. \$950/month, pre-tax); Health Insurance; Qualified Student Loan Deferment; \$4725 Education Award upon successful completion of service; Ongoing, extensive support and training.

**To apply, please email/mail/fax cover letter, resume, and three references along with an AmeriCorps application to:**

Tim Gusk, Director of Community Services  
 Northwest Youth and Family Services  
 3490 Lexington Avenue North, Suite 205  
 Shoreview, MN 55126  
 Fax: 651-486-3858  
 tim@nyfs.org

**Please note:**

- We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.
- Reasonable accommodations provided upon request.
- This document is available in alternative formats.