



**BOYS & GIRLS CLUB  
OF OREGON**

**oregonvolunteers!**



## **STEM Connect Half-Time AmeriCorps Member**

**Reports to:** Host Site Supervisor, STEM Connect Program Director & STEM Connect Program Coordinator

### **Essential Functions of Position:**

- Create and cultivate school and community partnerships
- Complete and submit on-time all AmeriCorps required progress reports, timesheets, and other paperwork
- Collect and track Club member attendance, coursework and behavior data as needed or required
- Recruit mentors from within Club community to meet program goals and support youth via the Check & Connect model
- Attend and participate in AmeriCorps trainings, including, but not limited to: orientation, monthly professional development topics, regional team meetings and others as available
- Provide engaged presence and personal leadership to programs, activities and services that prepare youth for success while creating a Club environment that facilitates positive youth development
- Assist with planning, developing, implementing and evaluating programs, services and activities
- Model mature work behaviors to ensure a productive work environment
- Assist in facilitation and delivery of Summer Brain Gain curriculum and STEM-focused High Yield Learning Activities (HYLAs)
- Ensure member confidentiality during and after service term: which includes, but not limited to membership data, and school data and other information obtained

### **Secondary Functions of Position:**

- Ensure designated program areas are set-up and cleaned up on a daily basis
- Promote program impacts to internal and external stakeholders
- Perform other relevant duties as assigned

### **Benefits of Service:**

- Up to \$6,835 living allowance distributed bi-weekly over 6 months
- Professional Development and training
- Student Loan forbearance
- Child care allowance (for those who qualify)
- SNAP eligibility (nutrition assistance)
- \$2,907.50 Segal AmeriCorps Education Award upon completion of Term of Service

**Knowledge, Skills and Abilities:**

- Strong organization, problem-solving and written and oral communication skills Basic office computer skills, including word processing
- Strong initiative; self-starter
- Ability to creatively problem solve
- Enthusiasm for helping others succeed
- Successful completion of National Criminal History Background check
- Strong organization skills, attention to detail, professional presence, strong customer relations skills and ability to maintain strict confidentiality
- Understanding of youth development principles, ability to motivate youth in a positive way
- Ability and willingness to collaborate with other Clubs, Sites and Community Partners
- Ability and willingness to learn and support new ideas for the good of the Club
- Ability and willingness to model and guide youth in strengths-based problem solving, goal setting and study skills
- Experience working within diverse cultures preferred
- Ability to commit to the full term of service
- Regular and reliable attendance

**Academic and Experience Qualifications:**

- AA or BA/BS degree preferred
- 18 years of age or older, at beginning of service term.
- A U.S. citizen, U.S. national, or lawful permanent resident
- Have not previously served four terms in an AmeriCorps\*State or National program.

*Members may serve up to three terms in another National Service Program, but only four terms may be within an AmeriCorps\*State or National program. Members are only eligible for the equivalent of two full-time education awards in their lifetime. Applicants must disclose if they have ever been removed for cause from any national service program.*

**Service Conditions:**

- This position can be physically demanding and requires the member walk unaided in a variety of buildings and property grounds, stand for long periods of time, sit, bend, stoop, reach with hands and arms, climb and occasionally lift a maximum of 25 lbs
- The member must have normal visual acuity at near and far distance with correction and hear the spoken word with correction.
- The member is frequently required to use hands to finger, handle, or touch objects, tools, or controls.
- High volume of personal interaction with members, families and staff may be stressful.
- The noise level is usually moderate but may increase during busy periods
- Travel between assigned schools and the host Boys & Girls Club is required, so valid driver's license, good driving record, and their own transportation is preferred

*Other than completion of secondary functions, the above functions may be completed with or without accommodations. This description lists the minimum duty requirements. Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodations for qualified individuals and conduct all activities in fully accessible settings. Alternative formats are available upon request by contacting the Program Director listed below. This program is available to all without regard to race, color, national origin, disability, age, sex, political affiliation, or religion.*

**For More Information:**

Katie Tanner, AmeriCorps Program Director: 503-969-5281 or [americorps@bgcportland.org](mailto:americorps@bgcportland.org)

Or contact your local Club:

Boys & Girls Clubs of the Rogue Valley - Talent Branch

Megan Stanaland, Program Director: [megan@begreat4kids.com](mailto:megan@begreat4kids.com)