



**PY 23-24 Team UP AmeriCorps
Summer Track
BBBS Position Description**

Program Quality Coordinator

Program Overview: Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado. Through collaborative service, Team UP AmeriCorps members develop their own professional skills and passions, expand effectiveness of southwest Colorado organizations, and ultimately support people to thrive. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

Big Brothers Big Sisters (BBBS) mission is to create and support one to one mentoring relationships that ignite the power and promise of youth. BBBS of Southwest Colorado currently has over 60 active youth matched with a Big/Mentor. Through a variety of program models, we know that engaging youth in a mentoring relationship builds self-esteem, confidence, academic success, a sense of belonging and decreases truancy. Not only do our youth that are served benefit from these relationships but our adult mentors do as well. In 2023, we are striving to serve 100 youth in a matched relationship. . Based on our three year strategic plan, we are on track to meeting this goal of serving more youth throughout our county. BBBS is specifically committed to serving youth in the rural communities in eastern La Plata County, to ensure we are providing services to populations with fewer resources. BBBS of SW Colorado is one of 240+ Big Brothers Big Sisters agencies in the United States. Our local agency is autonomous from Big Brothers Big Sisters America especially in the areas of fundraising, board management and programming. The national agency provides standards and program models that we customize to fit within our local community's needs.

With changes to the school policies and security, as well as the response from volunteers and their schedules/needs, we are re-developing the structure of our programs and continuing to assess the needs of our families being served. We are utilizing the 2023 calendar year to develop efficiencies and quality of programming leading to services for our Bigs, Littles and their families with increased wrap-around services. Though we focus on the relationship of the Big/Little we understand that the surrounding relationships and their wellness impacts their relationship

Service Position Summary: The Program Quality Coordinator will support BBBS of SW CO as we continue to rebuild programs with intention and in response to the post-pandemic shifts in volunteerism,

community needs, and organizational sustainability. The Program Quality Coordinator will focus on developing efficiencies and processes for our programs, as well as assess and refine the safety standards that are in place to support Matches. Additionally, they will increase our summer capacity by creating programming for Matches and waitlist families to participate in. This position will work in partnership with program staff. This position will have the ability to lead us toward this strengthened infrastructure so we can sustainably serve more youth in La Plata County and the region.

Duties and Responsibilities: Through hands-on-service, Team UP AmeriCorps members engage with organizations to develop, implement, and enhance programs, projects, and activities that develop their own skills, expand effectiveness of southwest Colorado organizations, and support local people to thrive. These duties include:

- Develop collaborative relationships with community partners; including nonprofits and local businesses that support programming needs, to offer more resources and opportunities to our families and volunteers.
- Develop a usable database tracking partnership and long-term sustainability steps to continue these partnerships.
- Support the delivery of BBBS program models that support the 1v1 relationships between Bigs & Littles and collaborate with program staff in response to the community's needs and the challenges faced upon collaborative environments.
- Develop and deliver summer programming for matches and waitlist families to participate in.
- Coordinate necessary logistics and communication to deliver a seamless event/activities for the community we serve.
- Complete necessary reporting and measurements to fulfill partnership requirements that support operations.
- Support necessary administrative responsibilities that support the experience of our Matches to thrive and receive high quality customer service.
- Practice teamwork, daily, to achieve the most sustainable and reasonable programming that can continue in future years.
- Support the efforts and goals of the Strategic Plan, specific but not limited to Marketing/Communication, Programming & Collaboration, Transformational Leadership and Data & Systems.
- Track host site and AmeriCorps data
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service as applicable

Physical, Emotional, and Intellectual Demands:

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Strong commitment to justice, equity, diversity and inclusion

Desired Qualifications:

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School diploma or GED required
- Ability to pass criminal history check

- Reliable transportation & proof of auto insurance, if applicable for position
- U.S. Citizenship or lawful permanent resident status required

Term of Service - Time Commitment: This is a Quarter-Time national and community service position requiring, at a minimum, a total of 450 hours during the year (approximately 27 hours/week) The position begins May 1, 2024 and ends August 31, 2024. Flexible hours are required, including occasional evening and weekend commitments.

Anticipated Service Schedule (dates subject to change):

- May 1: Team UP AmeriCorps mini-Orientation
- May 2: First day of Service at Host Site
- May 14: Team UP AmeriCorps Cohort Connection Call
- June 3: Team UP AmeriCorps full-Orientation with Summer Members
- June 11: Team UP AmeriCorps Training
- July 9: Team UP AmeriCorps Cohort Connection Call
- August 13: Team UP AmeriCorps Cohort Connection
- August 31: Final day of Term of Service

Training and Support Provided: Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by Jenn Bartlett (jenn@bbig.org), as well as Team UP AmeriCorps Program Staff. The PY 23-24 cohort of Team UP AmeriCorps members serving throughout the region may serve as additional resources and support for each other.

Location and Service Conditions: This position is based at 1199 Main Avenue, Durango Co 81301. Additional other off-site engagement and partnership activities may be required.

Benefits:

- A living allowance of approx. \$732.86 /per pay period (twice per month). Taxes are deducted and the living allowance is distributed by direct deposit to the member’s bank account.
- An education award of \$1,824.07 upon successful completion of term of service.
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required AmeriCorps trainings and days of service, if applicable
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need
- Flexibility in work schedule and office environment.
- Training from Big Brothers Big Sisters of America; not limited to Trauma Informed Care, Cultural Competence, Child Safety and engaging as a member of Strategic Planning process and other Board/ Staff training.

Diversity and Equal Opportunity: United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual’s unique gifts and prohibit unfair or discriminatory practices against anyone

because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

To Apply:

Step 1. Email a cover letter and resume to Team UP AmeriCorps Program Director Anne Poirot @ annep@unitedway-swco.org. Be sure to indicate which position(s) you are interested in.

Step 2. Create an account on myAmeriCorps.gov and submit an application via myAmeriCorps @ <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=122106>. **Please complete BOTH steps to apply.**