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

## **Summer Program Liaison**

**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.

The Hive DGO is a youth centered non-profit that provides programming through passion based exploration of skateboarding, music, art and beyond. The Hive DGO strives to support journeys in self discovery by providing a brave and inclusive space for under-resourced and underrepresented youth. We hope to empower those that dare to be different by facilitating creative expression and guidance in shaping future community leaders.

**Service Position Summary:** The Summer Program Liaison will support the Hive DGO’s summer program expansion. The Hive DGO will be operating a full time summer program and will be expanding hours for 8am drop off and 5pm pick up for working families. The goal is to ensure that families can have a flexible schedule in order to participate in our varied program offerings. In addition to expanding daytime programming, the AmeriCorps member will serve as the point-of-contact for families during pick-up and check-out. Additionally, they will provide youth supervision until the programs start.

**Duties and Responsibilities:**

- Manage the online check in/roster system
- Supervise youth during before and after programming
- Serve as main point-of-contact for guardians by discussing the day
- Ensure appropriate adult is picking up the youth
- Use the Salesforce/Sawyer system management, as necessary for programming
- Administre Pre-Post Hello insight -Social Emotional Learning survey
- Interact with youth and their families and identify needs as they are presented
- Communicate with Hive staff to ensure youth and adult needs are met

- Serve directly with the Core Lead Staff to ensure programs are prepped and facilitated seamlessly
- 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:**

- Bilingual individual highly preferred, specifically proficient in Spanish
- 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
- U.S. Citizenship or lawful permanent resident status required

**Term of Service - Time Commitment:** This is a Minimum-Time national and community service position requiring, at a minimum, a total of 300 hours during the year (approximately 30 hours/week) The position begins June 3, 2024 and ends August 15, 2024. Flexible hours are required, including occasional evening and weekend commitments.

**Anticipated Service Schedule (dates subject to change):**

- June 3: Team UP AmeriCorps Orientation
- June 4: First day of Service at Host Site
- June 11: Team UP AmeriCorps Training
- July 9: Team UP AmeriCorps Cohort Connection Call
- August 13: Team UP AmeriCorps Cohort Connection
- August 15: 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 Kelsie Borland (kelsie@hivedgo.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 The Hive at 1150 Main Ave. 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 \$1,459.26 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
- Free access to the Hive's indoor skatepark and programming

**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 Coordinator Anne Poirot @ [annep@unitedway-swco.org](mailto: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 to be a Team UP AmeriCorps Member: <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=122116> . **Please complete BOTH steps to apply.**