KEY ZONE OUTDOORS MEMBER POSITION INFORMATION

Engage in our community. Invest in our youth. Develop yourself.

Position Title: Youth Development Specialist
Office Location: 28 East Village View Dr., Duluth, MN
Start/End Date: August 2019-August 2020
Position Size: Halftime ~20 hours/week
Hours: Monday-Friday primarily afternoon, hours determined by site supervisor

Description of site:
The mission of KEY Zone Outdoors is to ensure that 2nd-5th grade youth have the opportunity to participate in a nature-based outdoor after school program in which they learn about their local environment, history, and cultures and build strong relationships with nature and with others.

RESPONSIBILITIES
● Develop and lead outdoor programming
● Assist with logistics of reserving, picking up and dropping off equipment
● Community outreach and communication
● Assist with event planning and facilitation

ESSENTIAL FUNCTIONS
● Build engaging mentoring relationships with youth participants
● Track student data including participation and academic, social and emotional development
● Coordinate and deliver academic enrichment and outdoor education activities
● Facilitate a youth-led service learning project during Global Youth Service Day in April
● Recruit, screen, and train volunteers to increase program capacity to serve youth
● Document volunteer impacts and hours
● Assist supervisor(s) to keep program records and evaluate program outcomes, making changes as needed based on evaluation data
● Attend all True North required trainings and submit reporting data by program deadlines

QUALIFICATIONS
Required
● Must be at least 18 years old at the start of the service term
● U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
● Verification of a high school diploma or GED equivalent.
● Please note: final candidates will be required to successfully pass a FBI background check before being officially enrolled in AmeriCorps by True North AmeriCorps
● Volunteer experience or desire to develop a strong service ethic
• Experience working with youth and youth programs
• Strong written and oral communication skills
• Possess basic computer skills
• Self-motivated, able to work independently without daily supervision and take initiative
• Able to present oneself in a highly professional manner and represent True North and National Service

Preferred
• Experience with or strong desire to plan and deliver outdoor programming for youth
• Demonstrate awareness and acceptance of cultural differences
• Experience working collaboratively with youth and young adults
• Initiative to plan and follow through with projects and programs
• Able to work independently without much direction as well as on teams
• Able to present oneself in a highly professional manner and represent True North AmeriCorps, National Service and Duluth Parks and Recreation

BENEFITS
• Living allowance of up to $291 twice a month
• Education Award up to $3,047 awarded at end of service term
• Student Loan Forbearance
• Free Health Insurance (full time only)
• Childcare assistance (for full time members who qualify)
• YMCA membership
• Professional development and networking opportunities in education and youth work
• Opportunity to build meaningful relationships with youth and families

NON-DISCRIMINATION AND EQUAL OPPORTUNITY
The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees, applicants for employment, and applicants for AmeriCorps service without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Reasonable accommodations provided upon request. This document is available in alternative formats.

Complete an application at www.truenorthamericorps.org/apply

If you have any questions, please contact:
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