



## 2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



### CommonBond Communities Skyline Tower Computer Lab Coordinator

**Position:** AmeriCorps Member

**Program:** Community Technology Empowerment Project

**Partner Agency:** [CommonBond Communities](#)

**Location where member will be serving:** Skyline Tower Advantage Center, [1247 Saint Anthony Ave](#), St. Paul 55104

**Name of Site Supervisor and Title:** Brenda Petry, Advantage Program Manager

#### CTEP Program Description:

The AmeriCorps Community Technology Empowerment Project (CTEP) bridges the "digital divide" for new immigrants and low-income communities in Minneapolis and St. Paul. Join AmeriCorps CTEP and help make the information age accessible to all. CTEP is a project of Saint Paul Neighborhood Network (SPNN).

#### Site History and Mission

CommonBond Communities' mission is to build community by creating affordable housing as a steppingstone to success. The Skyline Tower Advantage Center is a resource center serving the residents of Skyline Tower – a large, multi-cultural, multi-lingual affordable housing community. Approximately 1000 people of all ages live at Skyline Tower, and the majority, but not all, of the residents are refugees from East African countries. More information about CommonBond Communities can be found at [www.commonbond.org](http://www.commonbond.org).

#### Preferred Site Schedule for Member

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12:00 – 8:00 pm	2:30-6:30	12:00 – 8:00 pm	10:00-6:30	Corps Day or Day Off	10:00-3:00

The most popular hours for computer lab use are after-school hours and Saturdays. There is some flexibility with the preferred schedule, as long as the most popular hours are covered. This means that some evenings and weekends are required.

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes at the service site, and citizenship skills. These Corps days take place twice a month on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays from 9 AM to 4 PM, and these trainings are mandatory. Members also attend statewide AmeriCorps events, such as the Martin Luther King Day celebration, and/or serve on the statewide InterCorps Council.

#### Essential Functions:

The Skyline Tower Computer Lab Coordinator will:

- Assist youth, adults and seniors with basic computer skills, academic support, etc., during Open Lab times,
- Develop curriculum and teach classes on basic computer skills, as well as on other skills that will improve the employment and education opportunities of residents and staff (many of whom have lower English language proficiency),
- Research and develop resources and partnerships that support youth and adult residents in learning about technology and developing technology literacy,
- Establish and enforce computer lab procedures that focus on long-term successful use of the lab by multiple users, as well as maintain equipment upkeep and lab presentation,
- Strengthen the after-school program by encouraging use of age-appropriate, fun and educational programs for youth in 1<sup>st</sup> through 12<sup>th</sup> grades,

- Continue special projects, such as initiatives focusing on recycling and GED preparation,
- Supervise volunteers, perform community outreach and assist with tech support,
- Monitor, record, and submit monthly statistical information and other reports as needed.

**Minimal Functions:**

- From approximately February through April, assist the VITA tax preparation assistance program in the computer lab one day per week,
- Assist with work groups as needed.

**Required Qualifications:**

- At least 17 years old
- U.S. citizenship, naturalization, or permanent residency
- Ability to travel within the Twin Cities
- High school diploma or GED (or progress toward while serving for special circumstances)
- Basic personal computer skills (word processing, internet, email, etc.)
- Experience working with low-income and/or recent immigrant populations, especially in education or mentoring
- Ability to work independently, as well as with a team
- Demonstrate a positive attitude toward learning and education
- Good organizational and leadership skills
- Able to relate to children/youth from diverse socioeconomic, cultural backgrounds
- Sensitive to cultural diversity and non-English speakers
- Ability to move up to 25 pounds

**Preferred Qualifications:**

(One or more of the following are desired but not required):

- Post-Secondary Education
- Bilingual in Somali, Oromo or other language
- Experience in volunteer management
- Advanced technology skills, especially in web design, video production, or computer applications
- Experience in staff training, especially technology
- Experience managing groups of youth and/or teens

**Site Environment:**

The Skyline Computer Lab is a 10-station computer lab with an attached office for the lab coordinator. The Lab Coordinator oversees open lab times and classes, and also supports other programs and community partners who are enhancing their programs with technology. Lab coordination requires the management of groups of up to 10 youth, teens, and/or adults at a time.

**Service Term:**

*Full-time:* 1700 hours. Start Sept 7, 2010; complete by Aug 31, 2011.

**Members Receive:**

*Full-time:* A living allowance (approximately \$450 bi-weekly), an educational award of \$5,350.00 (upon successful completion), health and dental insurance plan including reimbursement of deductible charge, child care (d.o.q) and ongoing training.

**How to Apply:**

Apply online at <https://recruit.cns.gov/> (be sure to enter 06ACHMN0010008-0 as the "Program Listing ID," or search for the Community Technology Empowerment Project). Contact: Joel Krogstad, [joel@technologypower.org](mailto:joel@technologypower.org), 651.556.1384

We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion or sexual orientation. Reasonable accommodations will be made upon request. Alternative formats of this document are also available.