



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Neighborhood Learning Community West Side 21st Century Technology Learning Coordinator

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Neighborhood Learning Community](#)

Location(s): Baker Recreation Center 209 [209 Page Street W](#) Saint Paul, MN 55107

Site Supervisor: Erik Skold Coordinator, Neighborhood Learning Community

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.

Site History and Mission

The Neighborhood Learning Community emerged from a deep history of community building in the West Side neighborhood of St. Paul. The NLC is a network of community members and organizations who work to create a culture of learning on the West Side of Saint Paul. Participants in the NLC bridge four generations, five languages, and include both long-time community residents and recent immigrants. They include parents, grandparents, community organizers, youth workers, children, youth, teachers, social workers, neighbors and citizens. They come together to create new learning projects emerging out of the interests of young people, neighborhood residents and community organizations. Each of these projects is dedicated to strengthening the neighborhood and strengthening learning in the neighborhood. Overall, they amount to a shift in paradigm about what "education" entails and where it happens, strengthening the authority of the community as a whole. We describe this shift as a culture change, and our mission is to "Create a Culture of Learning on the West Side of Saint Paul."

Preferred Site Schedule for Member

This position is Monday through Friday primarily during the afternoon and evening (after-school hours with time to prepare throughout the day), with some weekend and evening hours. In the summer, hours will shift to day and afternoon.

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 1st and 3rd 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:

Our CTEP member will work as part of neighborhood collaborative effort to create and develop technology-based learning opportunities for teens at neighborhood organizations, recreation centers, and schools. This position will focus on using the many technological resources in the neighborhood to create interesting and relevant programming for teens. Some technology programs are ready for implementation with youth, and there is also creative space and support for the member to design and implement new projects. Some specific responsibilities include:

- Teach and develop workshops and classes on topics such as: basic computer use, on-line job searching, video editing, digital music production, etc
- Work in a community process to identify and develop interesting and relevant technology-based programming for teen participants

- Oversee computer labs in schools and community organizations
- Implement outreach efforts to market programs to participants
- Assist with recruitment, training and supervision of volunteers
- Participate in AmeriCorps trainings, brown bags, service projects, and other events

Minimal Functions:

- Collecting and maintaining participation records for learning opportunities
- Participation in evaluative activities such as interviews, focus groups, etc...
- Participation in relevant community/collaborative meetings
- Participation in outreach events throughout the community

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
- Capacity to spend long periods of time at a computer
- 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 Hmong, Somali, Spanish or other
- Experience in volunteer management
- Advanced technology skills, especially in web design, video production, or computer applications
- Experience in staff training, especially technology
- Experience and passion for working with youth
- Strong verbal and written communication skills
- Ability to work as part of a team as well as independently
- Proactive in seeking out resources and connections for programming
- Good organizational and leadership skills

Site Environment:

This position requires someone who is a good self starter, who can work collaboratively, and who has a passion for working with youth.

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, 651.556.1384

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