



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Project for Pride in Living (PPL) Youth and Family Technology Coordinator

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Project for Pride in Living](#)

Location(s): PPL Service Center [1035 E Franklin Ave.](#), Minneapolis MN, 55404 and travel to PPL housing locations in north Mpls, St. Paul, New Hope and St. Louis Park

Site Supervisor: Sarah Koschinska, Self Sufficiency Program Director

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

Work with PPL's youth and family services programs to develop technology instruction and resources that help youth and adults achieve academically and in life.

PPL has been serving the community for 38 years. PPL's mission is to work with lower-income individuals and families to achieve greater self-sufficiency through housing, employment training, support services and education. The agency is guided in this work by the philosophy of "Helping people help themselves." www.ppl-inc.org

Preferred Site Schedule for Member

Work Monday through Friday a combination of daytime and evening hours (2 afterschool/evenings per week). Schedule will fall within the hours of 9am – 7pm.

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:

- Develop and facilitate computer classes and projects for PPL's afterschool and summer programs based on MN State Standards that relate to technology
- Develop curriculum and collaborate with outside organizations to offer workshops on internet safety, Facebook an social networking and school parent portals
- Train and co-teach with PPL AmeriCorps members to offer computer classes and clubs to adults living in PPL housing
- Recruit and train volunteers to integrate technology into existing youth reading and tutoring programs
- Facilitate the development of a new PPL computer lab in north Minneapolis
- Coordinate shared use of the mobile laptop lab. Provide basic technical assistance, staff training, and check-out of equipment.

Minimal Functions:

- Assist with refurbished computer give-away workshops
- Assist with other of community technology projects

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
- Experience working with youth
- Strong verbal and written communication skills
- Ability to work as part of a team as well as independently
- 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

Site Environment:

Member will be a part of PPL's youth development and family services teams, which includes 14 PPL AmeriCorps members. Member will office at the PPL Service Center located in the Phillips neighborhood, but travel to PPL housing sites in north Minneapolis, St. Paul, New Hope and St. Louis Park. Members will use PC computer, printer, fax, AV, and camera equipment in their job. Member will be responsible for tech support 4 laptop mobile lab.

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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