



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Saint Paul Public Library: Dayton's Bluff Technology Skills and Homework Center Coordinator

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Saint Paul Public Library](#), Dayton's Bluff Branch

Location(s): [645 East Seventh St](#), St. Paul, Minnesota

Name of Site Supervisor and Title: Jodi Wittman, Library Supervisor

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

Residents come to the Dayton's Bluff Public Library, housed in Metropolitan State University, for homework assistance, to gain technology skills, and a variety of other reasons. The member will carry out the daily goal of coordinating the work of an urban library homework center to meet needs of diverse customers by providing a strong component of technology-based educational support, and skills to build information literacy. The Zone Homework Center gives specialized drop-in homework assistance to youth and adult basic education learners. Many are lacking computer skills for further their educational success. Community volunteers are trained to assist in the Homework Center and are coordinated by this CTEP. Classes and other programming may also be offered to groups. The Library's mission is to anticipate and respond to the community's need for information; to facilitate lifelong learning; to stimulate and nurture a desire to read in young people; to provide reading materials to meet the interests of all ages; and to enrich the quality of life in the community. The work of the CTEP member supports this overall mission.

Preferred Site Schedule for Member

May include evenings, weekend and weekday hours as arranged.

In addition, members attend professional development days with their fellow CTEP members to enhance service-readiness skills, personal attributes in the workplace, 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:

- Coordinate the resources of the Zone homework Center to provide one-on-one tutorial assistance for learners of all ages and skills.
- Develop and teach classes focusing on technology needs and literacy, based on need of homework center learners.
- Extend technology training and classes to English language learners, new immigrants, job seekers and diverse communities.
- Create partnerships with community and cultural organizations, and strengthen existing collaborations with community partners.

- Encourage a variety of age groups to consider the library as a partner for lifelong academic and technology learning.
- Build meaningful mentoring opportunities for volunteers.
- Recruit and train new volunteers.
- Foster peer support and new opportunities for young people.
- Raise community awareness of the power of information that can be accessed for free at the public library.

Minimal Functions:

- Serve on Dayton's Bluff staff committees and as a member of the SPPL VISTA/CTEP team.

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

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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