



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



Saint Paul Public Library: Dayton's Bluff Workforce Skills 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, to work on career plans, create resumes, search for jobs, work towards educational goals, 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 workforce computer lab to meet needs of diverse customers by providing technology-based classes to support workforce skill building, educational support, and information literacy. This small lab created within the Zone Homework Center during the 2009-10 CTEP service year gives specialized assistance to persons seeking new technology skills for employability during difficult economic times. 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 evening, weekdays or weekends 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 workforce computer lab
- Work in collaboration with other community organizations, building strong working relationships with shared resources.
- Provide one on one tutorial assistance with computer and print resources to further employment skills; completion of job applications, creation of resumes and word processing skill building.

- Provide classes to support workforce skill building, educational support, and information literacy.
- Raise community awareness of the power of information and resources accessed free at Public Libraries.
- Foster peer support and new opportunities for young people.
- Build mentoring opportunities for volunteers.
- Assist in the homework center as needed to support lifelong learning of all who come for technology and basic education assistance.

Minimal Functions:

- Member of Dayton's Bluff Library staff committees and SPPL's 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

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.