



2010-2011 CTEP AMERICORPS POSITION DESCRIPTION



South Minneapolis MN WorkForce Center

Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Minnesota WorkForce Center](#)

Location (s): [777 East Lake Street](#) Minneapolis MN 55407

Name of Site Supervisor and Title: Ellie J. Emanuel, Disability Program Navigator,
Project Team Leader

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

The South Minneapolis WorkForce Center Zone is a physical and virtual space, www.positivelyminnesota.com/Zones, where all youth/young adults, 14-24, can gain the skills to conduct a successful job search and select a career path. Established in October 9, 2007 with funding from Pathways to Employment, the Zone, in just over 2 years, has accomplished a lot. In our accessible space and at community sites (libraries, high school college and career centers and YouthLink, INC drop-in and housing locations), Zone staff has worked individually and in groups with over 1,170 youth/young adults focusing on increasing and using computers skills to conduct job searches, research potential careers and identify community resources and activities. Over 50 youth/young adults have been hired for part and full time work and several have been employed through the Summer Youth Employment Program (Self report information). The Zone has facilitated and partnered on three (3) projects with and for students with special needs: C3 Resource Mapping, Job Shadowing Day Event and the 10th Anniversary National Celebration of Disability Mentoring Day. Zone staff has continued this work by 1) establishing the Job Shadowing event biannually, 2) providing job search and readiness skills through a work based learning experience and a business site training model (as a partner the Minneapolis Public School District/Special Education in two Minnesota Department of Education grants), 3) providing job search skills/career exploration in a robotics afterschool program and 4) assisting Transition Plus students (2 classes) with their resume development and job search techniques weekly. Zone staff is teaching computer literacy skills as part of the Employment Ready Youth pilot program with Broadway High School, North Mpls, has begun an Employer of the Month program for youth/young adults in which businesses who hire youth talk about entry level positions and application tips and is teaching youth/young adults job search/career development skills in collaboration with the Urban Ventures Youth Mentoring Employment Project.

Zone staff has provided twenty-six (26) Zone Tours; hosted a table at fifteen (15) Job Fairs and conducted thirty-seven (37) community presentations to date. Zone staff help plan and implement the Annual Teen Job Fair.(year 3). As part of serving all

youth/young adults, Zone staff has established working collaborations with YouthLink, Inc., Minnesota Department of Education, Urban Ventures, PACER, Minneapolis South Rotary Club, Hennepin County Transition Services Unit, Transition Plus, Hennepin County Juvenile Corrections, AchieveMinneapolis, Minneapolis Public School District/Special Education.

Preferred Site Schedule for Member

Monday through Thursday- 8 hours, Friday- 6 hours. Some flexibility on Thursday.

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:

The AmeriCorps member will work individually and as a team member to perform the following job tasks with youth/young adults, who are 14-24, new immigrants, low-income and who have a disability. When not assisting these individuals, the member will help adult Resource Area customers.

The member will:

- Use the Zone Computer Skills Assessment Form to quantify the improvement of the computer skills of youth/young adults in all Zone activities
- Assist youth to prepare to take the WorkKeys Readiness Indicator
- Modify the Computer Basics Class power point and develop handouts to be used in Employment Ready Youth classes with various youth audiences
- Teach the Computer Basic Class (co-teach with WFC staff)
- Assist youth/young adults with increasing their computer, job search, career development skills and community resource identification
- Teach computer and job search skills in the Employment Ready Youth (WFC team member activity)
- Assist with the recruitment of guest presenters (volunteers) for the Employer of the Month program
- Assist with development of Employer of the Month procedural and informational materials
- Conduct Zone/WFC Tours
- Assist in the development of Zone marketing information and participate in community outreach activities, with other Zone staff, Rehabilitation Transition Counselors and other WorkForce Center staff.

Minimal Functions:

Conduct one WFC Orientation a month

Help all WFC customers with questions and assistance in operating center equipment

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 in public speaking
- Experience working with people who have a disability

Site Environment:

The WorkForce Centers are very busy with many people looking for employment. This does create hecticness and some tension. Members' type of activities, schedules and working at different community sites lessens most of this. The intellectual demands are moderate. All members participate in Employment Ready U and other training experiences designed for their position so that they are prepared to work with all customers. Members have continuous supervisory and staff support and work in a team with the student worker. No additional equipment is needed.

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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