



**2010-2011 CTEP AMERICORPS
POSITION DESCRIPTION
Science Museum of Minnesota
Community Technology Assistant**



Position: AmeriCorps Member

Program: Community Technology Empowerment Project

Partner Agency: [Science Museum of Minnesota](#)

Location(s) where member will be serving: Science Museum of Minnesota, [120 West Kellogg Boulevard](#)
Saint Paul, MN 55102

Name of Site Supervisor and Title: Josey Balenger, KAYSC Program Coordinator

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 mission of the Kitty Andersen Youth Science Center (KAYSC) of the Science Museum of Minnesota (SMM) is to empower youth to change our world through science.

The KAYSC especially targets girls, youth of color and low-income youth--populations that are underrepresented in science, technology, engineering, and math fields. KAYSC afterschool, Saturday, and summer programs use a service-learning approach to blending science education, youth development, and workforce preparedness programming.

Preferred Site Schedule for Member

Monday-Friday: 9 am - 5 pm

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:

- Facilitate media/technology youth workshops to help youth learn and use new technologies to do creative, hands-on projects to present their work to parents and peers, and document their work using pictures, video, blogging and other technologies.
- Support the development of media-based tools that will be used for communicating the program to youth participants, families, program volunteers, and community partners, including website development, an orientation video for youth and adult volunteers, quarterly e-newsletter, and online database of hands-on youth activities.
- Coordinate college-prep activities during KAYSC-wide youth programming events. Help to recruit professionals in education and STEM (science, technology, engineering, mathematics) fields from participant communities to volunteer in the KAYSC and SMM.
- Assist with broader KAYSC projects and initiatives, including supporting KAYSC-wide events for teens and families. Follow Youth Science Center and Volunteer Department policies and procedures.

Minimal Functions:

- Support the integration of technology into broader KAYSC youth activities.
- Assist with recruitment of new youth and adult volunteers.
- Be a liaison between the KAYSC and other key collaborators, including SMM Learning Technologies Center, SMM Volunteer Headquarters, and KAYSC's community partners.

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 building relationships with youth and families in communities of color, and/or low-income communities
- Interest in environment, arts, technology and/or other science-related areas
- Interest in using common materials and/or technology to create projects
- Demonstrated communication and organizational skills
- 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
- Advanced technology skills, especially in web design, video production, or computer applications
- Experience in community/youth training, especially in technology
- Experience working with youth in informal, team-based settings
- Experience working on projects collaboratively with other adult staff or volunteers

Site Environment:

The Science Museum is an exciting place to work, and there are always a variety of projects being worked on and resources to tap into. You will be working directly with a team of staff in the KAYSC and Volunteers departments, and alongside others who are creating STEM (science, technology, engineering, and math) education experiences for a variety of audiences.

You will work primarily at the Science Museum of Minnesota, as well as offsite community-based locations in the Twin Cities.

You may use (and help youth use) a variety of tools and technologies, including handheld microcontrollers (called Crickets), digital cameras and media tools, shop equipment, and even a 3D printer and computer controlled router.

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.