



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE



Ignite Your Life Program

Member Technology Specialist

Organizational Overview

Mission: To enhance educational opportunities and enrich lives through technology

Vision: To be the community's leading technology resource for high-need populations and those that serve them

Programs

Science, Technology, Engineering, and Mathematics (STEM) Out-of-School Programming seeks to increase the number of underrepresented community members who choose STEM careers, close the digital divide, and educate in the benefits of technology proficiency beyond social engagement.

Computer Refurbishment provides quality, affordable equipment and tech support for under-resourced communities.

Work Based Learning increases the number and quality of underrepresented community members who obtain technology industry jobs.

Position Description

Ignite Your Life (IYL) engages AmeriCorps members to fulfill the goals of Mission: Ignite's programs. IYL seeks to provide over 300 youth and young adults with the technology and other STEM training that will interest them in high-potential careers and equip them with the skills necessary to obtain those jobs. The interactions with students include varied technologies, creative tools, experiential labs, and targeted curriculums that IYL AmeriCorps members will learn as part of the program's professional development. Members will participate directly in program delivery to groups of youth and young adults and guide them in skill development through computers labs, makerspaces, and more. IYL Members also spend time on data collection, program preparation, and technical support for the Mission: Ignite office and partner sites.

As Technology Specialist, you will refurbish computers and provide technical support and work based learning training to partner sites and people throughout the region.

IYL will engage 65 AmeriCorps members to work between November 1, 2019 and January 31, 2021 at Mission: Ignite's headquarters at 701 Seneca Street, Suite 601, Buffalo, NY 14210-1359 and other locations throughout Western New York.

AmeriCorps gives US citizens and national or lawful permanent resident aliens the opportunity to engage in full- or part-time service to their community. Working through a grassroots network of more than 1,000 national and local nonprofit and faith-based organizations, AmeriCorps members solve problems and address local environmental, educational, economical public safety, or other human needs to make communities stronger. Working with national, state, and local nonprofit organizations, AmeriCorps members recruit and train volunteers, tutor and mentor at-risk youth, make schools and neighborhoods safer, build and rehabilitate homes, clean rivers and restore parks, help seniors live independently, provide health care in underserved rural and Native American communities, and provide emergency and long-term assistance to victims of natural disasters, among other things. AmeriCorps members serve in communities across America, in both urban and rural areas.

IYL AmeriCorps members will participate in professional development and training opportunities, learning a variety of applicable skillsets that may be useful in future careers. The members will also participate in volunteer opportunities as part of AmeriCorps cohorts and develop a network of mission-minded people in the local region.

Attitude and General Responsibilities

- Participate in the mission-driven work actively and positively regardless of momentary feelings.
- Come to work each day with a willingness to learn and try your best.
- Be willing to proactively ask questions when confronted with challenges.
- Respect coworker and supervisors regardless of differing perspectives, backgrounds, or approaches.
- Accept responsibility for assigned duties and their impact on the mission.
- Support program staff, your supervisor, and administrative staff in duties as appropriate and necessary.
- Consult with your supervisor if you have any ideas, issues, or concerns, offering analysis and solutions whenever possible.
- Practice sound health habits, including getting enough rest, to effectively perform the position requirements.
- Respect confidentiality of client youth and young adults, staff, and other AmeriCorps members.
- Learn and follow emergency procedures and instructions if necessary.
- Report any accidents, illness, or sickness to your immediate supervisor.

Program-specific duties

- Refurbish computers and other technology in Mission: Ignite's warehouse
- Oversee interns who will also refurbish computers
- Train interns and clients in the work based learning program in 21st Century skills that include both soft and hard skills
- Provide Technology support to nonprofits throughout the community
- Provide and develop ideas for the overall IYL Technology program.

Make connections with individuals and volunteers in the community for program outreach and program enhancement.

Assist AmeriCorps members and staff in programming and activities that are during times you are available.

Specific Outcomes

Build at least 45 computers in the warehouse and provide technology support to at least two (2) organizations.

Citizenship training and responsibilities

Participate in AmeriCorps training and events as required and requested by the New York State Commission on National and Community Service.

Participate in and complete AmeriCorps citizenship training.

Participate in community service activities.

Program training

Participate in orientation training.

Participate in STEM skills, tutoring, and classroom management training.

Work schedule: The AmeriCorps Technology Specialist will work varying hours each week, complete 1200 total hours of service, and participate in the New Yorkers Volunteers AmeriCorps Kickoff in Albany. As a STEM Trainer, the schedule will depend on the warehouse and client organizations' schedules.

Skill requirements:

- Punctual and reliable
- Interested in STEM
- Able to use information technologies and learn new ones
- Able to work with interns and people learning to develop technology skills
- Willing to learn and solve problems
- Detail-oriented and organized
- Able to multitask and work under the pressure of deadlines
- Able to communicate well
- A team player able to work with diverse communities with varying skill levels

Program benefits: AmeriCorps members will be provided:

- Living stipends based on term of service.

- An Education Award at completion of service
- Student loan forbearance and interest repayments for federal student loan through AmeriCorps
- Mileage reimbursements for qualifying travel
- A computer to keep after the service experience
- Training on topics, including computers, technology, Microsoft products, and other STEM concepts
- Telecommuting, as mutually agreed upon in a written Telecommuting Agreement