



AmeriCorps Group Leader FT

Mission:Ignite

Buffalo, NY 14210

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Job details

Job Type

Contract

Number of hires for this role

2 to 4

Full Job Description

Group Leader

Title: Group Leader(s)

Number of Positions: Two, one focused on youth and one focused on adults

Location: Mission: Ignite Powered by Computers for Children

Reports To: Education and Workforce Development Manager

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

Summary: The Group Leader oversees a team of up to five other AmeriCorps members to deliver educational programming.

Programs:

Tech for All provides comprehensive support in technology, including access to the hardware, software, internet, and training to nonprofits and their clients.

Workforce Development increases the number and quality of underrepresented community members who obtain technology industry jobs.

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.

AmeriCorps Program Description:

Ignite Your Life (IYL) enlists AmeriCorps members as key personnel to fulfill the goals of Mission: Ignite's programs, blending volunteer efforts with identified staff goals to serve as part of the Mission: Ignite team. IYL will recruit AmeriCorps members to serve between November 1, 2020 and January 31, 2022 remotely, at Mission: Ignite's headquarters at 701 Seneca Street, Suite 601, Buffalo, NY 14210-1359, and in 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.

As ambassadors for the mission and as part of the Mission: Ignite team, 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.

Duties and Responsibilities (include but are not limited to):

- Oversee up to five AmeriCorps members to deliver programming, including remote elements
- Coordinate multi-site educational and workforce development programs
- Maintain communication among staff, sites, students, and families
- Manage site staffing and schedules
- Gather and report on student assessment data, site statistics, and multimedia
- Assess and report on each program's progress and risks

- Lead and support classroom trainers daily
- Develop and implement strategy as directed by leadership
- Reach out to organizational sites, develop relationships, and ensure enough programming and students
- Monitor and evaluate program deliveries on a case-by-case basis
- Provide regular updates about the impact, progress, and challenges of the programs
- Maintain a working knowledge of Common Core and Next Generation Science Standards

Desired Traits:

- Bachelor's degree or work-related experience in Education and/or Business with emphasis on STEM
- Preferred experience in classroom instruction, afterschool learning environments, and/or workforce development for youth in grades 5-12 and adults
- A demonstrated commitment to high professional ethical standards and a diverse workplace
- Strong background in leadership
- Very organized
- Excellent proficiency in computer skills, Microsoft Office, and video conferencing.
- Basic understanding of the IT Industry
- Excellent verbal and written communication skills
- Strong project management skills, including timely and accurate completion
- Excels at operating in a fast-paced, community-oriented environment
- A team player and builder

- Must have reliable transportation

Position Hours:

- 1,700 hours full-time (FT) AmeriCorps member
- ~40 hours per week

Program benefits:

- Living stipends of \$14,279 per year
- An Education Award of \$6,345 at completion of service
- Student loan forbearance and interest repayments for federal student loan through AmeriCorps
- Healthcare options
- Childcare, if qualified
- Mileage reimbursements for qualifying travel
- A desktop computer to keep after the service experience
- Training on topics, including computers, technology, Microsoft products, and other STEM concepts

I have read the above AmeriCorps position description and understand my responsibilities.

Signature: _____ Date: _____

Print name: _____

Job Type: Contract

Pay: From \$14,279.00 per year

Benefits:

- Employee discount
- Health insurance

Schedule:

- 8 hour shift
- Monday to Friday

COVID-19 considerations:

COVID Response plan in place in office, warehouse and building.

Contract Renewal:

- Possible

Full Time Opportunity:

- Yes

Company's website:

- <http://join.missionignite.org>

Company's Facebook page:

- <http://www.facebook.com/missionignitecfc/>

Benefit Conditions:

- Only full-time employees eligible

Work Remotely:

- No

30+ days ago

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