Job Title: AmeriCorps Community Project Coordinator

Full-Time/Part-Time: Full Time
Reports To: Director of Student Life
Supervisory Responsibilities: No

YouthBuild Philadelphia Charter School

Location: Philadelphia, Pennsylvania

Mission
YouthBuild Philadelphia Charter School's mission is to empower young adults (18-20 year-olds) to develop skills and connect to opportunities by fostering an environment of love, support, and respect for their whole person. Students graduate high school and successfully transition to college and career as critically conscious leaders, committed to positive change for themselves and their communities.

Vision
YouthBuild Philadelphia Charter School provides an outstanding alternative education that activates the capacity of all students to learn, achieve and grow. YBPCS will be recognized as a model of authentic experiential learning, not only among programs serving out-of-school youth, but also among all high-achieving schools and youth programs in the country.

High expectations, a nurturing climate, personalized culture and rigorous real world learning experiences ensures that graduates are poised for life-long learning and career advancement. It is our vision that YouthBuild graduates will emerge as highly accomplished, self-sufficient, self aware and socially conscious citizens. Graduates will be energized about their futures and build support networks for their personal, social and emotional health and well-being.
YouthBuild Philadelphia Charter School will maximize its capacity to engage each student’s passion, tap into his or her individual potential and provide him or her with real opportunities for personal and professional transformation.

Values
YBPCS’ values are deeply held and come from a love of humanity and a perspective that views each student as a community asset. The program’s three core values - respect, excellence and perseverance – are reinforced through all aspects of the program.

Impact Statement
Young people in Philadelphia who are disconnected will build skills and access resources and opportunities to achieve economic stability and personal development, and become critically conscious leaders within their communities.

Job Summary:
Full-time AmeriCorps Community Project Coordinators at YouthBuild Philadelphia will have the opportunity to contribute to YB Philly through fostering civic responsibility among our students, strengthening our community, and increasing student engagement. This position will work on community projects, student events, and service learning.

***All candidates will be considered for either the Student Life or Workforce Development department openings as detailed below.***

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<tr>
<th><em>Student Life</em></th>
<th><em>Workforce</em></th>
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<td>Plan monthly student events, such as extra-curricular activities, cookouts, dances, trips, and prom</td>
<td>Support and serve with student members on their vocation-service sites:</td>
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<td>● Construction (Advanced, Green Building, &amp; Carpentry/Building maintenance)</td>
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<td>● Health &amp; Human Services (i.e. Healthcare, Child and Youth Development, etc)</td>
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<td>● Business Administration/Customer Service</td>
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<td>Communicate value of service through fostering leadership in school experiences and opportunities</td>
<td>Communicate value of service through fostering leadership in vocation training/service experiences</td>
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Facilitate a service-learning course focused on social justice issues that affect residents of Philadelphia, and expose students to community organizations working on these issues

General Responsibilities and Duties:
- Support the Restorative Practices, Climate/Culture of school programming
- Facilitate & participate in full-school community events
- Coordinate the community-service efforts for the entire student body through service-learning
  - Coordinate after-school and Saturday service opportunities for students by partnering with outside organizations and designing original projects
  - Plan school-wide MLK Day of Service project
- Support the school’s Saturday-School academic-enhancement program
- Serve as mentor to five or six students
- Tutor students through in-classroom support and after school on a rotating basis
- Support student graduation through communicating value in graduation requirements
- Support students in career development planning and placements
- Attend all required trainings and staff meetings throughout service year

Qualifications:
- Preferred Education: Hold a Bachelor’s Degree (not required)
- Ability to serve full 12-month term of service from start date
- Be a U.S. citizen, U.S. National, or Lawful Permanent Resident Alien of the U.S.
- Have a strong desire to provide needed educational, technological, or community services to an underserved community
- Have initiative, flexibility, and motivation
- Have a good understanding of the myriad of challenges facing inner-city students

Common Competencies:
- Motivated self-starters
- Ability to be flexible
- Work well with a team
- A desire to work with high-need, low-income students
- Excellent interpersonal skills
- Group facilitation
- Conflict resolution
- Organization skills
- Willingness to do occasional physical labor including: lifting, carrying, cleaning, painting, etc

Benefits
A living allowance of $20,000 for the one-year term. The living allowance is taxable, and taxes will be deducted directly from the living allowance and will be distributed biweekly, first by check than by direct deposit.

All members are required to have health insurance. Should the member not have health insurance, YouthBuild Philadelphia will provide reimbursement of monthly premiums for individual health insurance.

- Transportation support
- Childcare coverage (if applicable)
- Loan forbearance with interest-accrual payment, and
- An education award of about $6,095 upon completion of the full term of service

How to apply: please send your letter of interest and resume to Zuri Stone, Member Hiring Coordinator at StudentLife@youthbuildphilly.org with the words “Community Projects Coordinator” in the subject line. No phone calls, please.

Note: If selected, you will be required to reproduce the following items on the first day of employment.

- FBI - Criminal History Report
- PATCH - Pennsylvania Police Department - Criminal Background Check (and/or applicable based on State of residency)
- PA Child Abuse History Clearance
- TB Test Results
- Act 24 - Arrest Conviction Form
- NSOPW - National Sex Offender Clearance

The HR Department will provide the selected candidate with additional details regarding clearances and other job requirements.

This job description in no way states or implies that these are the only duties to be performed by this employee.

All qualified candidates will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, disability, marital status, medical condition, veteran status or any other basis as protected by federal, state, or local law.