

# 4-H STEM AmeriCorps Member

Colorado State University Extension Archuleta County



COLORADO STATE UNIVERSITY  
EXTENSION



AmeriCorps  
Colorado

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*The CSU Extension 4-H STEM AmeriCorps Program is an initiative to provide youth exposure to STEM programming.*

**Reports to:** Site Supervisor Robin Young & Program Manager Becky Jacobson

**Service Position Summary:** This member serves in Archuleta County developing, strengthening and delivering youth development programs emphasizing 4-H STEM in out-of-school time settings to ensure that children and youth (ages 8-18) have the tools and opportunities that will lead to graduation from high school and preparation for entering the workforce while developing their interest in STEM. Half-time AmeriCorps positions are needed. Service will begin with the new member orientation training in August or October

## Essential Functions:

- Plan, coordinate, lead, deliver and evaluate educational 4-H Science, Technology, Engineering, and Math (STEM) programs to youth in out-of-school time settings (may including weekends).
- Commit to complete your term of service.
- Serve as an advisor to volunteers by providing leadership and guidance as appropriate.
- Incorporate and implement educational enrichment activities, service-learning events, community partnership development, and volunteer recruitment within the programming framework of the host site.
- Collect, document and report quantitative and qualitative impact data for quarterly progress reports and monthly impact statements.
- Accurately and professionally discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives.
- Recruit and train community volunteers to assist with programs.
- Manage relationships with partner sites.
- Complete contract service hours (Half-time, 900 hours) and site-specific responsibilities by July 31, 2023.
- Participate in on-going trainings and events as required and requested by AmeriCorps and/or CSU Extension.

## Secondary Functions:

- Accurately complete and submit enrollment paperwork and reports.
- Have dependable transportation to and from host site, program/partner site, and programming activities.
- Wear official AmeriCorps identity items such as name tag, T-shirts, and lapel pins during all AmeriCorps service.
- Participate in performance reviews with the site supervisor.
- Meet regularly with site supervisor to discuss programming topics and issues.
- Participate in three optional National Days of Service
- Represent AmeriCorps, Colorado State University Extension, Colorado 4-H Youth Development Program, host site, and program/partner site in a professional manner.

## Qualifications:

- Be willing to provide direct services, strengthen the community or build the capacity of the organization as described in the position description.
- Be a U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
- Have a high school diploma or GED and be at least 18 years old.
- Have a valid driver's license and reliable transportation.
- Pass required criminal background checks, including a National Sex Offender Website search, to serve with at-risk or vulnerable populations. AmeriCorps service is contingent on passing these background checks.
- Be willing and able to complete the required hours of service by July 31, 2023.

## Desired Knowledge, Skills, Abilities:

- Have completed some college coursework, college degree, or equivalent work experience or background.
- Be dedicated to community service.
- Experience working with youth and enjoyment of working with youth.
- Hands-on experience in the areas of education, youth development, STEM or other related field.
- Knowledge of developmental youth milestones and characteristics.
- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
- Ability to make a commitment to complete term of service (between August 2022 – July 2023).
- Strong verbal and written communication skills.

- Ability and willingness to serve in a team setting and to promote collaboration.
- Ability and willingness to develop innovative and creative approaches to assigned responsibilities.
- Ability and willingness to serve in a position with flexible hours, including evenings and weekends.
- Ability to use a computer for e-mail communication, online reporting (monthly time reports, quarterly impact data), and preparing monthly impact statements or semi-annual reflections.
- Outgoing and personable nature.
- Adaptable, practical, energetic, and intrinsically motivated.
- Professional, respectful, and brings a positive attitude.
- Personal and professional commitment to diversity.

### Requirements:

- Attend all required training, including Orientation Training in August or October
- Submit an online timesheet to report service hours once every two weeks
- Report data in online databases each week
- Complete 900 hours by July 31, 2023
- Attend other events (mandatory service days in September, January, and April, member retreat typically in the fall, end of year celebration in early June, etc.) throughout the program year.

### Living Allowance:

- Half-time members earn a living allowance of up to \$8739.00 (disbursed in equal payments every two weeks) for their term of service (900 hours) as well as an Education Award of \$3247.50 upon successful program completion
- Quarter-time members earn a living allowance of up to \$4369.00 (disbursed in equal payments every two weeks) for their term of service (450 hours) as well as an Education Award of \$1718.25 upon successful program completion

**Training Provided:** New member orientation (a two-day introduction to the program), monthly member development trainings, ongoing training at your host site, and training provided by Serve Colorado (the member retreat).

**Service Environment:** Ability to serve in a school, library, park or recreational center setting with active children. Members serve under the direct supervision of the Host Site Supervisor and under the program supervision of the Program Manager and Coordinator.

**To Apply:** Positions are available in counties across Colorado. For a list of current openings, please visit our website: <http://www.4hstemk12.colostate.edu/amicorps/join-our-team/>. Apply by submitting a cover letter and resume to <https://jobs.colostate.edu/postings/107906> (for non-student applicants) or (for student applicants). For more information about the program, please contact us [melinda.macpherson@colostate.edu](mailto:melinda.macpherson@colostate.edu) or 970.491.5575.

### Helpful Links:

CSU Extension 4-H STEM AmeriCorps Program: <http://www.4hstemk12.colostate.edu/amicorps/>  
 CSU Extension <http://extension.colostate.edu>  
 Colorado 4-H STEM & K-12 Program <http://www.4hstemk12.colostate.edu/>  
 Serve Colorado: <https://www.colorado.gov/servecolorado>  
 Corporation for National & Community Service <http://www.nationalservice.gov/>  
 AmeriCorps <http://www.nationalservice.gov/programs/amicorps>

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