



AMERICORPS

Corporation for
NATIONAL &
COMMUNITY
SERVICE



POSITION TITLE: BRIDGES AmeriCorps Minimum-time Member: Conference Facilitator
Bridge Builders[®] Leadership Conferences, Grades 7 - 10

REPORTS TO: Bridge Builders[®] 7th - 10th grade Leadership Conference Coordinator

BRIDGE BUILDERS[®] LEADERSHIP CONFERENCE OVERVIEW: BRIDGES unites and inspires diverse young people to become confident and courageous leaders committed to community transformation. As a part of the Bridge Builders[®] COLLABORATE program, 1,100 students in grades 7 - 12 will connect with other youth from across the mid-south during week-long summer Leadership Conferences. The Bridge Builders[®] program uses experiential learning and adventure-based education to provide a learning environment that is both transformative and empowering for youth.

POSITION DESCRIPTION: AmeriCorps Member Conference Facilitators will be responsible for delivering the Bridge Builders[®] experiential learning-based curriculum to participants during the 7th - 8th grade and the 9th - 10th grade Leadership Conferences. As both role models and leaders of discussion and activities, facilitators are essential to the success of Bridge Builders[®]. Members will serve from June 5, 2017, to July 29, 2017, and are required to attend pre-service orientation, Stewards of Children training and First Aid/CPR training.

To qualify for AmeriCorps service, individuals must be at least 17 years of age; have a high school diploma or GED; and be a U.S. citizen, national or lawful permanent resident alien. Documentation of age, education and citizenship are required. Original social security card required for E-verify.

BENEFITS: Facilitators will be required to complete a minimum of 438 service hours and will receive a stipend of \$2,400, in four bi-weekly payments, and, upon completion of service, an education award up to \$1,221.96 from the Corporation for National and Community Service. Other benefits include professional training in facilitation and experiential learning education and the opportunity to work with a dedicated team of AmeriCorps members and BRIDGES staff to create positive community change in Memphis.

***MANDATORY ATTENDANCE TO BEGIN SERVICE TERM:**

Pre - Service Orientation: May 22, 9:00am – 12:00pm or 1:00pm – 4:00pm
Stewards of Children Training: May 23, 9:00am – 12:00pm (noon)
First Aid/CPR Training: May 24, 9:00am – 12:00pm (noon)

SERVICE DATES AND HOURS:

Training and Preparation for Conference:

June 5 8:00am - 6:30pm
June 6 - 9 7:30am - 6:30pm
July 3 8:00am - 6:30pm
July 5 - 8 7:30am - 6:30pm

Conference Sessions Dates:

7th - 8th Grade Conference Sessions: June 12 – 16; June 19 – 23; June 26 – 30
9th - 10th Grade Conference Sessions: July 10 – 14; July 17 – 21; July 24 - 28

Conference Session Days & Times:

7th - 8th Grade Conference Days: Monday 7:00am – 6:30pm;
Tuesday – Friday 7:15am – 6:30pm
9th - 10th Grade Conference Days: Monday 7:00am – 6:30pm;
Tuesday – Friday 7:15am – 6:30pm

ESSENTIAL DUTIES AND RESPONSIBILITIES FOR CONFERENCE

FACILITATORS:

1. Be a positive role model for conference participants, exemplifying respect for others, open-mindedness, and a dedication to social justice and youth empowerment. Maintain a high level of professionalism at all times.
2. Work collaboratively to facilitate and/or co-facilitate all activities for assigned group including: discussions/debriefs, team-building and experiential learning activities.
3. Responsible for daily supervision of assigned conference group to include: assisting in providing a safe environment for all conference participants and being accountable along with staff for conference participants learning environment and outcomes.
4. Record daily service hours and activity log on member time sheet according to the time sheet policy in member service agreement.
5. Positively participate in all conference activities. Maintain a high level of energy and enthusiasm with staff and participants.
6. Keep a journal of group dynamics in order to reflect with conference group and staff.
7. Assist with registration and collect evaluations on the first day of conference each week.
8. Handle various participant paperwork and prescription medications during conferences following established medication protocols.
9. Must be at assigned duties at all times while on service schedule and be punctual for morning meeting.
10. Ensure, with the guidance of the Bridge Builders® Conference Coordinator or Assistant Conference Coordinator, that risk management procedures are implemented and

- followed during Bridge Builders® Leadership Conferences or other Bridge Builders® activities.
11. Maintain professional boundaries with staff, AmeriCorps members and conference participants as outlined in but not limited to the AmeriCorps Youth Program Staff Employee Handbook, Staff/Student Protocol Form and the Sexual Harassment Handout. Violation of boundaries with students, staff or AmeriCorps members will result in immediate discipline up to and including release for cause from service term. Members who are released for cause do not qualify for an education award.
 12. Report any problems or concerns to the Bridge Builders® Conference Coordinator or Assistant Conference Coordinator.
 13. Perform other reasonable duties as assigned by the Director of Bridge Builders®, AmeriCorps Coordinator, Bridge Builders® Conference Coordinator or other senior managers.

ESSENTIAL QUALIFICATIONS/STRENGTHS FOR CONFERENCE FACILITATOR:

1. Participate in a criminal history check including but not limited to a state and federal fingerprint check and oral drug screening.
2. Must have completed at least one year at an accredited college/university, have received a Bachelor's degree from an accredited college/university, or have an equivalent combination of education and experience.
3. Experience working with adolescent youth, preferred. Experience in the field of experiential/ adventure based education is a plus.
4. Possess a genuine interest, knowledge and passion for the BRIDGES and Bridge Builders® mission and Bridge Builders® program components, including community building, leadership development and youth-led movements for racial, economic, educational and environmental justice.
5. Desire to serve a diverse population of adolescent youth and to assist in coaching and developing the strengths and skills of youth participants so that their unique assets are recognized and developed.
6. Strong time management skills and ability to maintain required program documentation and record keeping.
7. Lifelong learner.
8. Effective communication skills such as active listening, body language, clear and concise expectations, etc.; effective interpersonal, intercultural and leadership abilities.
9. Have enthusiasm for coaching and developing the strengths and skills of program participants.
10. Reliable transportation (public or private) required for arriving at service location as scheduled.

PHYSICAL DEMANDS: While performing the duties of this job, the AmeriCorps member is required to stand, walk, run, sit (in chairs and/or on the ground); use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch; talk and hear. The AmeriCorps member must occasionally lift and/or move 20 to 25 pounds unassisted and 75 pounds assisted. Specific vision abilities required by the job

include close vision, distance vision.

SERVICE ENVIRONMENT: Approximately 90% of the time is spent outside in the summer heat and humidity while engaged in high energy activities. Outdoor activities continue in the rain and are only moved inside if lightening and/or thunder accompany the rain. On at least one if not more occasions, summer AmeriCorps members accompany summer conference participants on a five (5) mile city trek; trek is made in the heat and humidity. The noise level can become quite high when working with and/or around a large group of adolescent youth. Summer AmeriCorps members need to be aware of and not be offended by the smell produced by a large group of individuals who have been outside in the heat participating in high-energy activities.

In compliance with applicable law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the positions.

HOW TO APPLY:

Apply online at www.bridgesusa.org. Cover letter and resume are required as part of the application process. Application deadline is Tuesday, February 28, 2017. Applicants selected for AmeriCorps service will be required to submit an application through the My AmeriCorps portal. For additional information about AmeriCorps, please visit www.americorps.gov. For additional information about BRIDGES and the Bridge Builders® program, please visit www.bridgesusa.org.

EOE – M/F – V/H

I certify that there is nothing that would prevent me from performing the duties as outlined above. I understand that my position and continued service depend on the availability of funding. By signing, I recognize this position description as an attachment to the member service agreement for this position.

AmeriCorps Member Printed Name

Coordinator Printed Name

AmeriCorps Member Signature Date

Coordinator Signature Date