



# AMERICORPS

Corporation for  
NATIONAL &  
COMMUNITY  
SERVICE



**POSITION TITLE:** BRIDGES AmeriCorps Minimum-Time Member: Logistics and Coordination Team Member Bridge Builders® Leadership Conferences, Grades 11 - 12

**REPORTS TO:** Bridge Builders® 11<sup>th</sup> - 12<sup>th</sup> 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:** 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.

The AmeriCorps Logistics and Coordination Team Member is responsible for the preparation and logistics of program components for the 11<sup>th</sup> and 12<sup>th</sup> grade Conferences. Members manage set-up of experiential learning and adventure-based education activities, assist in daily operations, chronicle conference experience and serve as role models and adult support to youth participants. Members will learn the principles behind adventure education and the experiential learning cycle and will receive in-depth training in the Bridge Builders® program model and curriculum. Members will serve from May 31, 2017, to July 29, 2017, and are required to attend pre-service orientation, Stewards of Children training and First Aid/CPR training.

**BENEFITS:** Logistics and Coordination Team Members are required to complete a minimum of 430 service hours and will receive a stipend of \$2,300, in five 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 specialized training in experiential learning education and youth empowerment 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:** May 23, 9:00am - 12:00pm

**First Aid/CPR Training:** May 24, 9:00am - 12:00pm

**SERVICE DATES AND HOURS\*:**

**Training and Preparation for Conference:**

May 31 8:00am - 12:00pm

June 5 - 8 8:00am - 6:30pm

June 10 8:00am - 6:30pm

July 3 8:00am - 6:30pm

July 5 - 8 8:00am - 6:30pm

**Senior Conference Sessions:** June 12 – 16; June 19 – 23; June 26 – 30

**Junior Conference Sessions:** July 10 – 14; July 17 – 21; July 24 - 28

**Days/Times for Conference Sessions\*:**

Monday:	8:30am - 6:30pm
Tuesday: - Thursday:	8:00am - 6:30pm
Friday:	8:00am - 8:00pm

**ESSENTIAL DUTIES AND RESPONSIBILITIES FOR LOGISTICS & COORDINATION TEAM:**

1. Be a positive role model for the 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. Set-up, maintain and breakdown equipment for adventure education activities.
3. Chronicle the Bridge Builders® Conference experience through photographs, video and written narrative; create slideshow and blog to be used during induction ceremonies and for external audiences.
4. Monitor groups during Conference breaks and engage with participants one-on-one and in group activities.
5. Act as Conference tour guide for visitors, donors and partners; providing overview of Bridge Builders® program and methodology.
6. 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.
7. Record daily service hours and activity log on member time sheet according to the time sheet policy in member service agreement.
8. Accurately maintain paperwork and logs as directed.
9. Wash, dry, and return t-shirts to the Bridge Builders® Conferences daily.
10. Punctually and thoroughly perform all assigned duties as indicated on the conference schedule.
11. Seek ways to support other Logistics and Coordination Team Members and staff.

12. Report any problems or concerns to the Bridge Builders® Conference Director or Assistant Conference Director.
13. Perform other reasonable duties as assigned by Bridge Builders® Conference Coordinator and/or Assistant Conference Coordinator, AmeriCorps Coordinator, or Director of Bridge Builders®.
14. 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 released for cause do not qualify for an education award.

**ESSENTIAL QUALIFICATIONS/STRENGTHS FOR LOGISTICS & COORDINATION TEAM:**

1. Participate in a criminal history check including but not limited to a state and federal fingerprint check.
2. Possess a genuine interest, knowledge and passion for serving with a diverse population of adolescents and adults so that their unique assets are recognized and developed.
3. Value diversity and actively seek out opportunities for self, staff, volunteers and conference participants to interact and learn in diverse settings.
4. Possess strong time management skills and the ability to accurately maintain required program documentation and record keeping.
5. Detail oriented with ability to multi-task while maintaining high quality accountability measurements and documentation.
6. Lifelong learner.
7. Effective communication skills such as active listening, body language, clear and concise expectations, etc.; effective interpersonal, intercultural, and leadership abilities.
8. 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](http://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 as a Logistics and Coordination Team Member will be required to submit an application through the My AmeriCorps portal. For additional information about AmeriCorps, please visit [www.americorps.gov](http://www.americorps.gov). For additional information about BRIDGES and the Bridge Builders® program, please visit [www.bridgesusa.org](http://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