



POSITION TITLE: BRIDGES AmeriCorps Full-Time Member: Bridge Builders[®] Specialist

REPORTS TO: CONNECT and AmeriCorps Compliance Manager

POSITION DESCRIPTION: BRIDGES is seeking five (5) full-time AmeriCorps Members (1710 hours of service required) to serve as Specialists for the Bridge Builders[®] program from August 10, 2021, to August 9, 2022. Members are currently teleserving virtually. As of March 2021, BRIDGES has not resumed in-person activities yet due to COVID-19; however, BRIDGES will continue to monitor and plan to resume in-person service activities in accordance with safety guidelines issued by public health authorities. We hope to resume in-person programming in September.

Key availability needs include:

- 35-40 hours per week during the academic year and 40+ hours per week during the summer.
- Scheduled time frames:
 - School days and afterschool (Monday - Friday from 7 am – 8 pm)
 - Weekends (Saturdays from 8 am – 5 pm and Sundays from 12 pm – 7 pm).
- Intensive summer programming occurs May-July for summer leadership conferences.
 - Hours vary but normally occur Monday through Friday from 7:15 am - 8:00 pm.

The Service location site is the BRIDGES Center with times where the member may serve virtually from home.

To qualify for AmeriCorps State and National 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. *Social security number is required to complete I-9. Members must reside in the Greater Memphis area in order to submit their federal I-9 documents in person and serve on site at the BRIDGES Center as needed.*

BENEFITS:

Full-time AmeriCorps Members will:

- receive a stipend of \$19,500 divided into 27 bi-weekly pay periods.
- qualify for the Segal Education Award, up to \$6,345.00, upon successful completion of service
- qualify for student loan forbearance throughout their service term.

- have the option to enroll in healthcare coverage (medical/vision/dental) provided by BRIDGES during service term.
- be trained in navigating and leading experiential experiences through diverse virtual platforms.
- participate in professional networking and skill development, research and training in local social justice issues, youth and adult equity and youth development.
- train as an experiential educator and facilitator.
- serve with a dedicated team of AmeriCorps members and BRIDGES staff to create positive community change.
- complete Stewards of Children training.
- CPR/First Aid training and certification.

ORGANIZATION AND PROGRAM DESCRIPTION: BRIDGES unites and inspires diverse young people to become confident and courageous leaders committed to community transformation. We use an experiential learning/adventure based education model throughout our programming to bring youth together to grow leadership skills, take action within communities and create transformative spaces.

Our Bridge Builders[®] program has three levels: CONNECT, COLLABORATE & CHANGE. Full-time AmeriCorps members serve students within the CONNECT and COLLABORATE levels as well as mentor our youth leadership groups. CONNECT offers workshops, retreat days and deep dive trainings to school and community partners serving youth in 6th – 12th grade. COLLABORATE is our year-long leadership program that serves 900 youth in 7th – 12th grade starting with Summer Leadership Conferences then diversity and leadership training, community actions and elective learning opportunities offered throughout the school year. AmeriCorps members support relationship building across all three levels of Bridge Builders[®], helping promote and role model equity within youth and adult partnerships.

Our service location, The Jim Boyd BRIDGES Center, is located in the Uptown neighborhood and is the first green commercial building in Memphis. It features a youth action center, state of the art indoor/outdoor rock climbing wall, indoor high ropes course and serves as a model for sustainable environmental design and experiential learning spaces.

ROLES AND RESPONSIBILITIES FOR SPECIALIST: All of the following include virtual or in-person opportunities, meetings, training and experiences.

1. Work collaboratively to facilitate/co-facilitate Bridge Builders[®] meetings, workshops, Summer Conferences and full day events at the Jim Boyd BRIDGES Center, schools and outside organizations (members will receive training on Bridge Builders[®] curricula).
 - a. Lead groups of 10 - 25 adolescent youth through virtual experiential learning activities and discussions focused on social and emotional learning skills, leadership, community and justice. *We will begin in-person*

activities per safety guidelines of Shelby County Health Department and BRIDGES Leadership.

- b. Members are responsible for the daily supervision of assigned student groups, including:
 - i. assisting in providing a safe environment for all participants.
 - ii. being accountable along with staff and fellow AmeriCorps team for participants' learning environment and outcomes.
 - c. Prepare and maintain Bridge Builders[®] program materials and curriculum.
 - d. Assist with preparation and logistics.
 - e. Perform site coordination at Bridge Builders[®] meetings and workshops as needed;
 - f. Clean-up for in-person Bridge Builders[®] meetings, workshops, events and trainings.
2. Members will partner with Bridge Builders[®] program staff, Program Development, and youth leadership to create individual service projects to be completed throughout the service term. Service project areas include but are not limited to:
 - a. Meet regularly to support a youth leadership group - either Bridge Builders COLLABORATE Leadership Council or Shelby County Youth Council.
 - b. Meet regularly with the Program Development team to support curriculum development and program design.
 3. Assist with data entry.
 - a. Facilitate pre- and post-program evaluations and participant registration forms/waivers.
 - b. Enter evaluation data for Bridge Builders[®] programming as needed.
 - c. Enter COLLABORATE student attendance records into the Salesforce participant database.
 4. Assist with the recruitment and retention of Bridge Builders[®] participants and AmeriCorps members including:
 - a. chronicling service term experience;
 - b. distributing materials such as social media posts/videos;
 - c. building relationships with youth organizations and colleges;
 - d. attracting new partners and program participants through presentations.
 5. Represent BRIDGES and the AmeriCorps program through social media, national service days and events. This may involve presenting at in town and/or out of town meetings and/or conferences.
 6. Ensure, with the guidance of the Bridge Builders[®] Training Manager and the AmeriCorps Compliance Manager, that risk management procedures are implemented and followed during Bridge Builders[®] and BRIDGES programming.
 7. Maintain level of respect with students, and confidentiality of student information, EXCEPT in suspicion of abuse, or declaration of abuse. Any person with reasonable cause to believe a child is being abused or neglected must, under the law, immediately report to the Tennessee Department of Children's Services or to local law enforcement.

8. Maintain professional boundaries with staff, AmeriCorps members and participants as outlined in but not limited to the AmeriCorps Youth Program Staff Employee Handbook, Youth & Adult Contact Protocols Form and the Sexual Harassment Handout.
 - a. 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.
9. Perform tasks and duties as assigned by the AmeriCorps Compliance Manager or other senior managers.

REQUIRED ENROLLMENT PROCESS:

- Prior to Orientation on August 10, 2021 new members must create an account in the [My AmeriCorps Portal](#) and complete the application process with 2 references then apply to the position through My AmeriCorps. **Applicants can not be selected for service enrollment without completed references.**
 - Returning members will need to update their application and then apply.
 - To apply:
 - Go to My AmeriCorps website
 - Click Search Listings
 - Program State - Tennessee
 - Program Name - Bridge Builders
 - Click on ***Bridge Builders 2021 Specialist*** to apply. Use your completed/updated AmeriCorps application to apply.
 - Once selected for service, our program will submit an enrollment invitation to the member found in their My AmeriCorps portal (member social security number and birthday needed).
 - **This process must be completed before a member can begin their service term.**
- Complete required criminal history checks including but not limited to a state and federal fingerprint check, oral drug test and National Sex Offender Public Registry check two weeks prior to service start date.
- Electronically complete and submit required service member onboarding paperwork by August 5, 2021.

QUALIFICATIONS/STRENGTHS FOR FACILITATION SPECIALIST:

1. Preference will be given to candidates with a Bachelor's degree from an accredited college/university; ***equivalent combination of education and experience will be considered.***
2. Embraces the AmeriCorps Spirit of Service; seeks to serve wherever needed in order to support the Bridge Builders® program and youth participants.
3. Experience working with adolescent youth; experience in the field of experiential/adventure based education is a plus.

4. Possess a genuine interest, knowledge and passion for the BRIDGES mission and Bridge Builders® program components, including community building, leadership development and youth-led movements for social justice.
5. Desire to serve a diverse population of adolescent youth (including but not limited to youth who are/have- physical/non-physical disabilities, LGBTQ+, racial, religious, etc.) and to assist in coaching and developing the strengths and skills of youth participants so that their unique assets are recognized and developed.
6. Is a lifelong learner.
7. Effective communication skills such as active listening, body language, clear and concise expectations, etc.; effective interpersonal, intercultural, and leadership abilities.
8. Possess strong time management skills and the ability to accurately maintain required program documentation and record keeping.
9. Must be computer literate with knowledge of and experience using Microsoft products.
 - a. Access to reliable high speed internet connection during teleservice hours. Members will need to have a gmail email address in order to access service documents.
 - b. Must have access to at least a laptop/large tablet/desktop with camera and mic for teleservice.
10. Reliable transportation (public or private) required to the Jim Boyd BRIDGES Center and to multiple program venues throughout the city.
11. Must be able to serve evenings and weekends on a regular basis.

PHYSICAL DEMANDS: While performing the duties of this service position, 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; climbing stairs; balance; stoop, kneel, crouch; talk and hear. The AmeriCorps member must be able to occasionally lift and/or move 20 to 25 pounds unassisted and 75 pounds assisted. Specific vision abilities required by the position include close vision, distance vision.

SERVICE ENVIRONMENT: The BRIDGES Center will continue to serve as the primary service location with times where the member may serve virtually from home. As of March 2021, BRIDGES has not resumed in-person activities yet due to COVID-19; however, BRIDGES will continue to monitor and plan to resume in-person service activities in accordance with safety guidelines issued by public health authorities.

Members will be trained in navigating diverse virtual platforms such as Zoom, Google Hangouts and Google Meet to deliver service activities such as Bridge Builders® programming to participants, attend team meetings and member check ins. During teleservice hours, members will need to create a quiet service space that limits distractions and excess noise.

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

All qualified applicants will receive consideration without regard to race, color, national origin, disability age, sex, political affiliation or religion.

HOW TO APPLY:

Apply online at www.bridgesusa.org. Cover letter and resume are required as part of the application process. Application deadline is July 30, 2021. Applicants selected for AmeriCorps service will be required to create an account, submit an application through the My AmeriCorps portal and complete the enrollment process. 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

AmeriCorps Program Manager Printed Name

AmeriCorps Member Signature Date

AmeriCorps Program Manager Signature Date