

# SBWIB, Inc.



SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

AmeriCorps Member/Full-time Position Description

## Education Team Leader



### JOB ANNOUNCEMENT

#### Summary

SBWIB Inc. YouthBuild is proud to host [AmeriCorps](#) Members! AmeriCorps is the national **volunteer** service initiative that provides community service opportunities to people of all ages and backgrounds. Through their service, AmeriCorps members address the critical needs in local communities. YouthBuild works with AmeriCorps members to provide teachers assistance in the classroom and training areas, as our program helps rebuild young individuals lives and their communities. We are looking for future teachers, counselors, social workers, etc. to help with classroom instruction (in a high school setting) leadership development, life skills, social justice issues, and community action and outreach activities.

#### Purpose and Scope

This is a full-time (40 hours/week) **volunteer** position as an AmeriCorps member of SBWIB YouthBuild. Education Leader AmeriCorps members are responsible for assisting program teachers and staff in improving the [English, Science, Math, History, Economics, Technology] skills of program participants as these participants study to achieve a GED/HSD, assisting participants with job readiness and job placement services, and providing support to participants around college readiness. The Education Team Leader is not a staff role, and thus does not provide supervision to YouthBuild AmeriCorps members, instead, the Team Leader provides an additional layer of leadership and support. Additionally, they assist by providing information and resources on best practices and/or by helping to develop the education portion of the YouthBuild program. ***This position is very similar to an internship, it is volunteer.***

#### Benefits

Education Leader AmeriCorps members receive a living allowance of [\$ 16,000], paid out over the term of service, and health insurance if they are not already covered. Members may also qualify for childcare allowance.

Upon successful completion of service, members receive an education award of **\$6,345**. Other benefits include *student loan deferment* and our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to, professional training, valuable networking opportunities, serving with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference. *Our employment probationary period is 6 months.*

#### Minimum Qualifications

Must be at least 21 years of age, preferably have a B.S./B.A. degree and be a US Citizen, US National, or lawful permanent resident of the USA. AmeriCorps members will be subject to background clearance checks and must be able to provide copy of degree(s). Must adhere to the policies related to the Drug free Workplace Act.

#### Skills and Abilities

- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Word and Excel.
- Flexibility, patience, tolerance, and willingness to learn new related skills.
- Experience in management and motivation of volunteers a plus.

- A basic understanding of *SBWIB Inc YouthBuild* and commitment to the mission of the organization.
- Committed to the concept of national service and to making a difference in the community.

### **General Duties and Responsibilities**

Under the direct supervision and guidance of the AmeriCorps Program Coordinator, the Teacher's Assistant will be responsible for the duties and projects listed below as well as other assignments and duties assigned in accordance with the Corporation for National and Community Service (CNCS). Duties and responsibilities include but are not limited to the following:

- Provide individual guidance to students in [English, Science, Math, History, Economics, Technology, Leadership] subjects under teacher supervision
- Provide small group facilitation of classroom activities to support skill acquisition in [English, Science, Math, History, Economics, Technology, Leadership] under teacher supervision
- Assist teachers with classroom activities
- Assist with job readiness training for all YouthBuild participants
- Provide supervised guidance to all YouthBuild participants about possible careers and college placement
- Participate in SBWIB YouthBuild, YouthBuild USA, and AmeriCorps training, service projects, and other activities
- Assist with the planning and/or implementation of a project on a designated National Day of Service such as September 11th National Day of Service & Remembrance, Veterans Day, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week
- Promote service-learning within the classroom
- Perform other duties as assigned.

### **Working Conditions**

*Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members and/or visit numerous locations. Performing duties of this position will require wearing protective equipment (e.g. mask, gloves, etc.), and following protective measures as enforced by the Company or by City, County, State and Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. Note: Measures may change based on the level of safety concerns or the functions of duty. Employee may spend the majority of the day walking, standing, sitting at a desk, with frequent needs to reach, bend and use hands and arms to occasionally lift and/or move up to 40 pounds. Must have good time management skills, be able to work well under stress and meet deadlines. Must also be able to travel to other office locations as needed or for trainings, conferences and/or meetings within or outside local areas and, occasionally, statewide, in which such travel may last one or more days. Reliable transportation, a valid driver's license and proof of insurance is required when driving. Must be able to provide official proof of vaccination or religious/exemption status from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations or orders.*

### **How to Apply**

Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).*