

True North AmeriCorps Program Overview:

True North AmeriCorps' (TNAC) mission is "to enhance the future success of at-risk children by increasing the number of positive adults in their lives". TNAC builds developmental and academic assets through high quality, structured mentoring, tutoring, and out of school youth programs serving at-risk children in grades K-8. TNAC will provide mentors, tutors and volunteers in Duluth Minnesota and 10 surrounding counties.

On-site School Mentor Program Coordinator Position Description (Full-time, 1740 hours)

Partner Site Agency: Hartley Nature Center
Site Supervisor: Peter Gravett
Address, Phone, e-mail: 3001 Woodland Avenue
Duluth, MN 55803
(218) 724-6735
pgravett@hartleynature.org

Start Date: 9-1-10
End Date: 8-31-11
Salary: \$11,800 Stipend, and \$5300 Education Stipend

Purpose of the position:

Provide environmental education opportunities on-site at Hartley Nature Center for local at-risk youth during the school day and to a lesser extent after-school and on weekends.

Position scheduling:

Days: Monday- Friday + a minimum of 1 Saturday/month

Hours: 8:00-4:30 adjusted to accommodate afternoon/evening programming load (i.e. later start or compensatory time off at later date)

Requirements:

- High school graduate, GED recipient or agreement to complete a GED.
- US citizen, US national, or lawful permanent resident alien.
- Final candidates will be required to successfully pass a criminal background check.
- Before being officially enrolled in the True North Americorp program.

Benefits:

- Education award upon successful completion of program.
- Modest living allowance on the 15th and last day of each month of service.
- Student loan forbearance on qualifying student loans.
- Basic health insurance.
- Childcare assistance.
- Duluth Area Family YMCA membership.
- Leadership skills.
- Skills in volunteer management.
- \$250 stipend for lifeguard training and attendance at the 3-day Minnesota Naturalist's Association Conference. Remaining funds may be used for other applicable conferences, workshops, computer skills training and/or mileage reimbursement for Americorps events.
- On-site staff training opportunities including bird banding and biological monitoring.
- Mileage reimbursement for HNC programming
- Use of HNC recreational equipment on-site (snowshoes, skis)

Desirable Characteristics:

- Ability to interact with others and build positive relationships.
- Volunteer experience and a desire to develop a strong ethic of service.
- Skills or desire to build strong youth, adult and community collaborations.
- Has initiative to see and follow through with “next steps” to be taken.
- A high degree of self motivation in completing projects.
- A high degree of flexibility to serve diverse audiences in various settings.
- Creativity in program design and implementation.
- Patience in working with youth with different levels of comfort and skill in the outdoors.
- The ability to multi-task while serving in a multi-faceted role.
- College degree, preferably in environmental education, recreation, biology, environmental studies, education, or related fields. Applicants must have prior experience working with children.
- Environmental center or summer camp work history.

Essential Functions:

- Plan, organize and coordinate in school and /or out of school youth programs focusing on K-8th grade.
- Complete necessary evaluation components that measure academic and/or developmental asset gains in youth.
- Recruit and engage volunteers of all ages in service, developing one-time service projects and creating ongoing volunteer opportunities.
- Complete five civic engagement activities including Semester of Service Project.
- Participate in all True North Americorp required trainings, retreats, and assignments.
- Communicate regularly with site supervisor, program staff, and TNAC Program Coordinator.
- Primary function is to teach environmental education programs to visiting school groups.
- Assist with school outreach initiatives, such as programming at school forests and the implementation of our energy education trailer.
- Function in a support role with school outreach initiatives at area classrooms and school forests.
- Function in a support role for after-school and evening environmental education programs for youth on-site or at appropriate sites in the community.
- Develop a Saturday youth Nature Club open for public participation with scholarship opportunities for at-risk youth.
- Teach weekend environmental education programs those same Saturdays for groups arranged by reservation.
- Teach environmental education lessons for HNC’s comprehensive Year of Homeschool program. (8-9 monthly sessions with the same students).
- Assist with special events, including the Youth Outdoor Expo and the Candlelight Ski, Skate and Snowshoe.
- Teach environmental education lessons for HNC’s comprehensive Year of Homeschool program.
- Assist and/or lead trainings in environmental education for local educators and youth workers.
- Participate monthly in the Program Committee meetings of the HNC Board of Directors
- Teach intensive weeklong summer nature camps for area youth.

Secondary Functions:

- Participate in site sponsored activities and trainings.
- Building community collaboration through committees and partnerships.

Site Specific Functions:

- Occasional administrative/office tasks
- Program equipment repair and replacement

Please Note:

- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply.
- True North Americorp provides reasonable accommodation for qualified individuals upon request.

- This document is available in alternative formats.