

Campus Compact of Oregon AmeriCorps VISTA Member Position Description

Position Title: Youth Mentor & Tutor Program Coordinator
Host Site Name: Ethiopian and Eritrean Cultural and Resource Center
Department: Education
Location: 1427-1515 SE 122nd Ave #1509 A Portland, OR 97233
Website: www.eecrc.org

Summary of Position and Project Goal:

The VISTA position will allow the youth mentor assigned to create spaces of mentorship, networking, and engagement for Ethiopian & Eritrean youth who have recently immigrated to the United States. The position entails that the youth mentor would be in charge of coordinating activities, accumulating activity materials, and being a team leader. The goal of the VISTA project is to provide the resources, education, mentorship, and support that the youth need to have a smooth adjustment to the new life and systems of the United States, allowing them to thrive socially, emotionally, and academically. The project will also make way for youth to receive education and skill development outside of the school setting. Overall, the VISTA assigned to the youth mentor position will be in charge of coordinating and managing these activities based on the knowledge, background, and needs of the Ethiopian & Eritrean youth.

Essential Responsibilities/Activities:

The VISTA member assigned to the youth position will work to understand the needs of the Ethiopian & Eritrean youth and systemically develop and maintain sustainable programs and activities that will fulfill those needs.

1. Researching the needs of the youth and coordinating activities/programs to fulfill those needs.
 - a. Developing a sustainable needs-oriented curriculum for the youth mentoring and tutoring program at EECRC.
 - b. Researching topics such as health, violence prevention, harm reduction, and other related areas to develop systems for social and community wellness and education.
 - c. Creating an event planning system where programs, activities, and tasks are scheduled and completed.
 - d. Developing and planning culturally and socially enriching activities such as museum visits, park excursions, outdoor sports, and workshops that will promote education and skill development.
 - e. Driving when necessary to purchase and transport activity materials as well as transport youth to activity locations.
 - f. Creating a personalized goal and progress tracking system for each youth participating in the program.
 - g. Cataloging and managing teaching and study materials such as practice exams, supplies, stationary, and technology.
2. Equipping tutors, mentors, and other volunteers with necessary knowledge and materials to execute their roles.

- a. Provide support and assistance with technology, study materials, and other necessary resources.
- b. Establishing and managing systems for team communication and work tracking through the use of different software and applications.
3. Tracking and updating progresses.
 - a. Administering surveys to track progress and work towards improvements.
 - b. Creating reports on project progress, needs, goals, and objectives.
 - c. Leading meetings with staff, volunteers, and tutors to review project progress and implement necessary improvements.
 - d. Tracking the progress of each youth participating in the program including academic, social, and goal-oriented performance.
4. Increasing awareness of EECRC's tutoring and mentorship program.
 - a. Conducting outreach to the Ethiopian & Eritrean community to make them aware of the youth program and resources available to them.
 - b. Enrolling children and youth in the mentorship and tutoring program.
 - c. Reaching out to potential volunteers, mentors, and tutors to make them aware of volunteer opportunities

AmeriCorps VISTA Member Responsibilities:

- Attend all Campus Compact of Oregon AmeriCorps VISTA required trainings and events.
- Complete and submit all Campus Compact of Oregon AmeriCorps VISTA required progress reports, timesheets, and other paperwork.

Required Qualifications:

- 18 years and older
- Must have at least an Associates Degree or equivalent credits
- Demonstrate a commitment to or willingness to explore issues of racial justice and equity
- A U.S. citizen, U.S. national, or lawful permanent resident
- Able to serve full-time for 365 days
- Ability to pass a criminal history background check

Preferred Qualifications:

- A bachelor's degree or in process of receiving earning a degree
- Technological skills
- Problem solving skills
- Social Media skills
- Leadership skills

AmeriCorps VISTA Member Benefits:

- A living allowance of \$791.70 bi-weekly (for VISTAs serving in Clackamas, Columbia, Multnomah, Washington, and Yamhill counties)
- A living allowance of \$675.08 bi-weekly (for VISTAs serving in any other county of Oregon)
- An education award of \$6,495 or cash stipend of \$1,800 upon successful completion of service

- Relocation allowance of \$750 and mileage - based reimbursement if moving more than 50 miles to serve
- Health benefits
- Loan forbearance and interest accrual payment on qualified student loans
- Child care (if eligible)
- Training and professional development opportunities
- Access to an extensive network of AmeriCorps Alums
- Federal jobs non-competitive eligibility for one year after service