

**Member Name:**

Service Site: Latino Community Center

Is site a non-profit? Yes

Site Address: 212 9th Street 5th Floor Pittsburgh, PA 15222 (admin site)

Site Supervisor: Emily Blair, Out-of-School Time Supervisor

Site Supervisor's Contact Information: 919-609-9008; Eblair@latinocommunitycenter.org

Position Title: Latino Middle School Youth Specialist

Schedule: Member hours will vary depending on individual student and families needs. There will be Saturday hours for the Saturday program with youth, and after school hours. Member will be in school setting at least 1 day a week from 9:30-5pm. Member and Site Supervisor will determine the schedule together.

In order to reach 1700 hours, members must serve a minimum of 35.79 hours per week from September 4th, 2018 – July 31st, 2019. This does not take into account vacation, holidays, sick time, or site closures. Members are expected to serve approximately 40 hours a week to allow for days when hours cannot be accrued.

Community Need: Latinos in Allegheny County are primarily 1st generation. While working with Elementary age students and High School students, we noticed a gap in the services available for middle school students. In talking with the schools, they identified this need as well, stating that Latino students in middle school, more specifically South Hills Middle School, are under prepared for the PSAT, cannot write essays at the level of their peers, are in dire need of homework support, have minimal math skills, and they are forgetting their Spanish, from how to speak it to how to read and write in Spanish. We would like to help meet this gap with an AmeriCorps member focused on helping our students succeed in middle school so they can set themselves up for higher education success and a good career.

Position Summary: "The AmeriCorps member will help Latino middle school age youth and their families succeed in school by providing programming that will help improve their writing skills, math skills, PSAT testing strategies, and will support work with volunteers to provide 1:1 tutoring

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homework support, and Spanish conversation, reading and writing support. Together with the Site supervisor, the member will implement a program designed to work on these areas. Member will also work with the students' families, to ensure they are connected to different services and resources and helping them learn to perform basics tasks for themselves if needed. The member will also provide group sessions on computer literacy (learn how to use email, use word, excel) to improve communication with child's school AND to help remove barriers to employment. The member will also provide workshops to 8th grade students and their parents on how to prepare for high school and college. The member will provide support to the SOY Pittsburgh After School program, tutoring and acting as a leader and role model to Latino elementary school youth.

Essential Functions: 1) Implement Middle School Programming 50% of time: Member will run workshops with Latino students during the day and after school that address academics, leadership, and social-emotional development, in addition to other areas of need dependent upon individual students. Member will also plan educational and fun field trips for youth. Member will give presentation(s) on college readiness and career development (supported by our staff).

2) Planning: %15 of time: Member will work closely with Site Supervisor to plan each workshop and attend trainings and professional development for member to be successful in implementation.

3) Parent Engagment: %20 of time: Work with our Youth program specialist in working with the parents of middle school age youth. This will entail coordinating presentation with resources for their children, educational workshops, and helping parents connect to services.

4) SOY Pittsburgh After School: 15% of time: Work with our Out-of-School time staff to tutor and act as a role model for Latino elementary school youth. This program serves to advance academics, develop students' pride in their native language and heritage, and strengthen social-emotional skills.

Volunteer Responsibilities: On occasion, member will help with recruiting volunteers to help with tutoring and middle school age students.

Member's Access to Vulnerable Populations: Recurring

Site Supervisor's Access to Vulnerable Populations: Recurring

Academic and Experience Requirements: Bachelors Degree and fluent in Spanish.

Physical and Mental Demands: Occasional mental demands: Complex decision making, stress.

Frequent mental demands: Decision-making, frequent interruptions.

Continuous mental demands: Reading, reasoning, basic problem-solving

Occasional physical demands: Feeling

Frequent physical demands: Writing, sitting, walking

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Continuous physical demands: Speaking, seeing, listening, responding.

Additional Considerations: Must be sensitive to the issues of Latino community and be bilingual in English and Spanish.

Necessary Trainings: Child Abuse and Child Maltreatment; all three clearances.

Supervisor Initials _____/Date: _____ Member Initials _____/Date: _____

The mission of Compass AmeriCorps is to provide universal access to educational and social services for diverse populations in order to empower them to achieve self-sufficiency. We will foster a spirit of civic engagement among corps and community members.

- *In the 2018-2019 service year, we will provide job placement services to 500 refugees and immigrants. We will place 100 of these clients in jobs, and 100 clients will gain at least one level on the BEST Plus test.*
- *500 clients will receive information on health insurance, access, and benefits, and 250 of these refugees and immigrants will attend a medical appointment in the United States for the first time.*

COMPASS AMERICORPS PROHIBITED ACTIVITIES
2018-2019

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

- Attempting to influence legislation;
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to—
 - A business organized for profit;
 - A labor union;
 - A partisan political organization;
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - An organization engaged in the religious activities described in this section, unless Corporation assistance is not used to support those religious activities;
- Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

I, _____, approve this position description as it is written.

Site Supervisor Signature: _____ Date: _____

I, _____, have received and read a copy of my position description for the 2017-2018 AmeriCorps term.

Member Signature: _____ Date: _____

Supervisor Initials _____ /Date: _____ Member Initials _____ /Date: _____