

PIMA PREVENTION PARTNERSHIP

AmeriCorps Position Description

Position Title: REC AmeriCorps Member, REC AmeriCorps Program (Half-Time 900 hours)

Quarter-Time: Completion of 900 hours by August 31, 2017

Contract period: 9/1/16-8/31/2017

Average of: 30 hours per week or more as needed

Living Allowance: \$6265.00

Education Award after completion of service: \$2,025.00

Position Description: This volunteer position reports to the Teen Cuisine Case Manager and is responsible for assisting the Teen Cuisine Case Managers with recruiting and working with vulnerable youth participating in PPP's Teen Cuisine Program. The AmeriCorps Member will assist with training participating youth in culinary arts and life skills. PPP's intent is to create a self-sufficient micro-business developed in partnership with the youth.

Responsibilities include:

- Training teens in culinary arts;
- Training teens in life skills and employment soft skills;
- Assisting case managers with recruitment, enrollment, testing, and case management support activities;
- Supervising teens during scheduled Teen Cuisine activities, including assessment and face-to-face case management activities;
- Assisting the case managers with maintaining a safe, high quality workspace, including tools and equipment;
- Assisting case managers with entering participant data into electronic data base.

Specific Duties:

- Conduct outreach and enrollment activities with targeted youth populations for the Teen Cuisine program in coordination with PPP Teen Cuisine Case Managers.
- Sustain the involvement of enrolled youth through the entire program.
- Train enrolled youth members in culinary arts and life skills using the established curriculum.
- Maintain safe, secure and productive work environment, inventory, equipment, and tools.
- Assist with manage inventory and purchase of needed supplies.
- Contribute to the development and execution of Teen Cuisine as a self-sufficient micro-business.
- Increase youth members' culinary skills and employment readiness.
- Supervise youth volunteers during all Bizanteen activities, including community and educational events.
- Complete program documentation in a complete and timely manner as assigned.
- Assist with recruitment and program oversight regarding mentors and mentees
- Assist with phone calls and ETO.
- Collect and evaluate out of school student transcripts in order to advise them on a school or educational program.
- Assist with Social Media

- Restorative justice- Assist with finding service learning projects;

- Help give assessments and administer intake paperwork
- Help with data collection and entry/management
- Assist with Reach-In curriculum

Necessary Skills:

- Demonstrated ability to effectively engage and work with high-risk teens.
- Ability to work with a team and to be a self-starter.

- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Proficiency with oral and written communication
- Excellent overall computers skills including the Microsoft Office package.
- Reliable, insured vehicle for work related travel.
- Ability to obtain a current certification in Standard First Aid and CPR.
- Ability to obtain a Arizona fingerprint clearance card, clear an updated verification check for cards that have been previously issued and updated FBI checks as well as be cleared by a national public records sex offender check. This position will have access to vulnerable populations.
- Ability to obtain a valid Arizona Driver License and able to be insured under PPP's vehicle standards.

Education: High School Diploma or GED required. College classes a plus.

Other Preferred Skills/Proficiencies: Bi-lingual in English and Spanish. Culinary Arts training and experience.

Physical Requirements:

- Must be at least 18 years of age.
- Must be able to work a flexible schedule including afternoons and evenings until 7 p.m. and some Saturdays.
- The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

For more information, please contact:

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**Pima Prevention
 Partnership**

creating conditions for change