



AmeriCorps Member Position Description (three quarter time)

DAN RIVER YEAR AMERICORPS PROGRAM OVERVIEW

The Institute for Advanced Learning and Research will have nine three-quarter-time members who will address digital literacy and young adult employment issues in a micropolitan/rural region of southern Virginia. These AmeriCorps members will be responsible for mentoring 72 students in Computer Science (CS) and STEM-related activities and providing daily technology support to two school districts. The ServeIT program, designed as a pre-apprenticeship experience, will prepare economically disadvantaged young adults with information technology (IT) and work readiness skills, help them earn certifications and place them in IT apprenticeships or other employment within 30 days of the conclusion of their service year.

POSITION TITLE

ServeIT AmeriCorps Member

DATES OF SERVICE

September 2019 – August 2020

POSITION SUMMARY

An AmeriCorps member provides direct and indirect service support to the Institute for Advanced Learning and Research. This member will provide service to the IALR Information Technology department and clientele with the Conference Services group. These activities support southern Virginia's interest in building the digital literacy level of the region's citizens. All members will receive 80 hours of orientation before placement.

SITE LOCATION

Institute for Advanced Learning and Research
150 Slayton Ave., Danville, VA 24540

POSITION RESPONSIBILITIES

- Work with the IT department to resolve general help desk issues related to IT and computer science
- Troubleshoot and maintain IT based phone system
- Provide routine workstation maintenance for staff and clientele
- Handle audiovisual set-up needs
- Recruit volunteers to support identified literacy and STEM/CS service opportunities
- Support summer out-of-school time STEM/CS experiences and bridge programs for K-12 students. This includes program development and execution.
- Attend all mandatory host site and ServeIT meetings
- Attend all planned training sessions for AmeriCorps members
- Complete and submit accurate and timely documentation of AmeriCorps service hours as required by the Host Agency
- Participate in the MLK Day of Service, Day of Remembrance and Service and one additional service day

APPLICANTS MUST:

- Be at least 18 years old on their first day of service
- Be a U.S. citizen or lawful permanent resident alien
- Have a high-school diploma or high school equivalency
- Desire to work in the IT field
- Commit to training hours towards CompTIA A+ and Server+ certifications
- Not have served more than the allowed number of AmeriCorps terms previous to this term
- Submit to a full background check, including a sex offender registry check, state criminal history registry check, and FBI fingerprint-based check. This position may have recurring access to vulnerable populations and selection is contingent upon satisfactory results of these checks.

PREFERRED QUALIFICATIONS:

- Associates degree in IT related fields
- Excellent oral and written communication skills
- Excellent mathematical skills (successful completion of at least Algebra II)
- Silver level National Career Readiness Certificate
- Intermediate computer skills, specifically in Microsoft Office products
- Ability to work independently and as part of a team
- Access to a reliable vehicle and valid driver’s license
- Strong organizational skills
- Willingness to learn and serve others

BENEFITS:

- Living allowance of no less than \$12,450 for a service term of 1200 hours over 12 months
- Eligibility for Segal Education Award of \$4,266.50 at the end of a successful term of service, which can be used to repay student loans or for current or future education.
- Mileage reimbursement for non-host site location travel
- Opportunity to earn CompTIA IT Fundamentals, A+, and Server+ certifications
- Opportunity to earn National Career Readiness Certification
- Other industry recognized credentials

How to Apply

<ol style="list-style-type: none"> 1. Email the following items to Site Coordinator – Dana Silicki, dana.silicki@ialr.org <ul style="list-style-type: none"> • Resume • Cover Letter • Contact information for three references (name title, relationship, email & phone) 2. Program Coordinators conduct first round interviews. 3. External Site Supervisors conduct second round interviews. (if applicable)
<p>Contact: Dana Silicki at 434-766-6729 or Jessica Beebe at 434-766-6745</p>

DISCLAIMERS: No persons involved with this program will discriminate based on race, religion, creed, color, national origin, gender, age, sexual orientation, political affiliation, disability, marital/parental status, or military service.

In accordance with AmeriCorps Regulation 45 CFR 2540.100, this position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include service or duties that have been performed by a current employee, an employee who recently resigned or was discharged, an employee subject to a reduction in workforce, or an employee who is on leave.