



YouthBuild Lawrence is a program of the Lawrence Family Development and Education Fund, Inc. and receives funds from the City of Lawrence and Department of Labor.

Full-Time AmeriCorps Service Description

YouthBuild-Lawrence (YBL) has three (3) full-time AmeriCorps Member positions available for the 2013-2014 YouthBuild program cycle. We are recruiting 1 FT Teacher Assistant, 1 FT Carpentry/Construction Assistant Trainer and 1 FT Program and Community Development Assistant.

YouthBuild-Lawrence

YouthBuild-Lawrence (YBL) is a comprehensive national youth and community development program for out-of-school youth operating under the auspices of the Lawrence Family Development and Education Fund, Inc. (LFDEF). YBL is building on sixteen years of success in **“building homes and rebuilding lives.”**

Mission Statement

The YBL Program, a broad-based collaborative community initiative, assists out-of-school and unemployed young people between the ages of 16-24 in completing their education and achieving economic self-sufficiency through empowerment skills, educational and vocational training, career development, support services, community service, post-secondary education and/or job placement. YouthBuild-Lawrence participants develop self-esteem, community engagement and clarify their values on which to build a successful and industrious life.

Program Components

- **Education:** Participants receive class instruction with a teacher/student ratio of (8 to 1) and assistance with pursuing academic goals by working toward a GED or high school diploma, post-secondary education and career development.
- **Job Training:** Participants receive onsite carpentry and construction skills training. Presently YBL is in the process of building two affordable single-family homes that will be marketed to first-time home owners.
- **Leadership Development:** Participants participate in various life skills workshops, guest speaker series and share in the governance of their program which enhances their development of leadership and interpersonal skills necessary to become effective community members.
- **Community Service:** Participants organize, plan and engage in numerous community service projects. YBL service efforts focus on building and re-habilitating houses for the homeless and low-income residents of Lawrence.

Background on Lawrence

According to the U.S. Census Bureau, Lawrence Massachusetts is the 23rd poorest city in the nation. Lawrence, a mill city of 72,000 located about 30 miles north of Boston, was established as a planned industrial city in the 1840s. Like many manufacturing cities, Lawrence has been hit hardest over the last 30 years by the loss of industry, jobs and capital, and remains one of the most economically distressed cities in the United States. Median household income is just \$27,983, compared to \$50,502 statewide. Poverty rates are twice the national average, and an unemployment rate of 17% is three times the state average. The high school dropout rate is over 40%. Lawrence has always been an immigrant city with Latinos comprising of over 60% of the city's population, and there is also a growing enclave of Southeast Asians. Lawrence is also a youthful city with nearly 40% of its population under the age of 18. Although Lawrence faces many challenges, YBL is committed to



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providing disconnected youth a second chance, an opportunity to become engaged in the community and to lead a productive and healthy life.

YouthBuild-Lawrence AmeriCorps Member Expectations:

The AmeriCorps members at YBL will serve as positive role models and mentors to empower out-of-school and disconnected youth so they may achieve individual growth in the areas of education, job training, career development, leadership development, entrepreneurship, post-secondary services and community service.

Minimum Qualifications for All Positions

- High school diploma a must, a college degree is highly desired.
- Minimum of 18 years of age, U.S. citizen or permanent resident status.
- Desire and ability to work with a diverse group of people, particularly those living in low-income distressed neighborhoods
- Excellent verbal and written communication skills in (English and Spanish) are desired.
- Ability to work independently and in a team environment.
- Skilled in Microsoft Office—Excel, Word and PowerPoint.
- Skilled in social networking and media graphics.
- Ability to work a flexible schedule (some nights and weekends may be required).
- Background in community organizing, outreach and/or multi-cultural settings.
- Experience/knowledge of youth, leadership, community development and community service-orientated projects.
- Experience in volunteerism and event coordination desired.
- Experience working with young people between the ages of 16 and 24 years old is desired.
- A CORI and FBI background check is required.

Member Benefits

Full time members are required to serve for a minimum of 1,700 hours and a full year at YBL. Members will attend a mandatory orientation week and monthly meetings and trainings hosted by the YBL Director and the AmeriCorps Coordinator. We will also make additional training opportunities available which include: First Aide, CPR and OSHA. AmeriCorps members will earn an annual stipend of \$24,200.00 equaling 484.00 weekly and are eligible to participate in the AmeriCorps health insurance program and may apply for childcare benefits. Upon successful completion of the service year, members will be eligible for a \$5,550 education award to pay off selected existing student loans or to pay for future post-graduate tuition. Selected student loans may be deferred during the one year service commitment. To learn more about AmeriCorps, please go to www.americorps.gov/.

Teacher Assistant/ Member Principle Activities:

- Assist classroom educator with planning and implementation of daily academic program.
- Prepare, coordinate and facilitate trainings and programs which work towards development of the students' overall goals in various academic, career, entrepreneurship and community service learning activities such as Job Shadow Day, postsecondary education visits, financial aid workshop, school newspaper, job search, etc.
- Provide individual and small group tutoring.



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- Provide classroom monitoring/ management.
- Prepare suitable learning environment for students, supplying them with necessary materials, stationary, etc.
- Create interest and resource spaces within the classrooms.
- Assist staff in carrying out various activities which lead to the students' academic, emotional, intellectual and social development such as soft skill development, creation of portfolios, resumes and individual academic plan, etc.
- Assist staff in maintaining and organize, neat and clean classroom.
- Report to Director any observance of concerns with students.
- Maintain a healthy and professional work environment.
- Attend staff meetings, conferences and the required training programs.
- Other duties and projects related to classroom and educational component of the program as assigned

Carpentry/Construction Assistant Trainer/ Member Principle Activities:

- Assist construction supervisor with planning and implementation of daily carpentry/construction program.
- Prepare, coordinate and facilitate trainings and workshops which work towards development of the students' overall goals in various carpentry/construction such as estimating, blueprint reading, project management, business management, permitting, etc.
- Assist staff with daily organization of tools, inventory and program vehicles.
- Lead participants in various carpentry, construction and rehab projects.
- Assist staff with instruction of carpentry skills including demolition, rough framing, roofing, drywall and finish carpentry to participants.
- Coordinate community service projects such as construction of handicapped picnic benches and community gardens, etc.
- Maintain a safe service site.
- Maintain a healthy and professional work environment.
- Assist participants with Pre-Apprentice Construction Training (PACT) materials.
- Coordinate job skills training and construction-related career path development.
- Assist participants with soft skill development and the creation of work portfolios.
- Assist staff with set up and clean up at worksites.
- Assist staff with proper use of blueprints, permits, building codes.
- Interface with subcontractors, suppliers and inspectors when needed.
- Assist staff with instruction of the proper use and handling of hand and power tools and equipment.
- Assist staff with maintaining a record keeping system of tools that are broken and/or need to be replaced or repaired.
- Other duties and projects as assigned related to the construction site and the construction component of the program.

Program and Community Development Assistant/ Member Principle Activities

- Identify community resources that will benefit program participants and development.
- Develop and foster partnerships with other organizations in the community that lead to additional service opportunities for YB participants and AmeriCorps members.



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- Write and coordinate monthly newsletters regarding program and project updates.
- Coordinate and attend monthly neighborhood meeting.
- Recruit outside volunteers for upcoming projects.
- Coordinate YB participant volunteer service projects in the community such as tree planting, vacant lot clean ups, Youth Recognition Day, etc.
- Co-facilitate leadership, life skills, career, entrepreneurship, postsecondary development workshops.
- Coordinate AmeriCorps events in accordance with the national AmeriCorps calendar.
- Coordinate YBL program and social events.
- Coordinate and schedule professional speakers for YBL guest speaker series.
- Assist with Policy Committee.
- Attend staff meetings, conferences and the required training programs.
- Other duties and projects as assigned in the area of program and community development.

Please send submissions to:

Interested applicants should mail or e-mail a cover letter and resume to: Lawrence Family Development & Education Fund, Inc. Attention: Susan Lyons, Administrative Assistant to the Executive Director, 34 West Street Lawrence, MA 01841; slyons@lfdcs.org. Deadline date: June 28, 2013. Early applicants will be given top consideration.

The cover letter should explain your qualifications and your interest in YouthBuild-Lawrence, AmeriCorps and which Member position you are applying for (Teacher Assistant, Carpentry/Construction Assistant Trainer or Program and Community Development Assistant).

Candidates with less work experience but have a passion for youth development and community service are encouraged to apply.

LFDEF, Inc. and YouthBuild-Lawrence promote equal opportunity in selecting AmeriCorps members. We are committed to diversity and inclusion in the selection process.