



Vermont Afterschool, Inc.
150 Kennedy Drive
South Burlington, Vermont 05403
www.vermontafterschool.org

Job Description

Vermont Youth Project Community Coordinator for Rutland (.5 FTE)

Reports to: Project Lead, Vermont Afterschool, Inc.

Summary: We are hiring a Community Coordinator who will implement and support the Vermont Youth Project in Rutland. The Community Coordinator will build and strengthen a local coalition focused on creating a youth-friendly community, organize a youth council, support the coalition and youth council as they go through an asset mapping and needs assessment process, and work with a consultant to develop implementation plans for youth driven initiatives/proposals to create more youth friendly community spaces. The Community Coordinator will work to increase third-space opportunities for youth and build awareness about the importance of providing these opportunities for youth development.

Key Responsibilities:

- Organize and facilitate informational meetings to promote awareness of the Vermont Youth Project and encourage buy-in from various stakeholders and community leaders
- Organize a community coalition made up of afterschool providers, third-space leaders, city/town government officials, school and school district leaders, healthcare professionals, law enforcement, parents/caregivers, and other community members
- Coordinate and schedule community meetings and professional development opportunities
- Work with the coalition to create a youth council made up of young people from the area
- Support and facilitate communications between the Community Coalition and Youth Council
- Lead the coalition and local youth council through an asset mapping and needs assessment process
- Support the local youth council in their effort to involve other community youth in the asset mapping/needs assessment process through a survey and a participatory budgeting model to collect ideas
- Support the data collection process to measure the success of the Vermont Youth Project
- Work with a community development consultant and the local youth council to create community development plans for 1-2 projects designed by youth to increase third-space opportunities

Essential Skills Needed:

- Currently works and/or lives near Rutland, with the vision and desire to uplift young people and incorporate youth voice into community decision-making
- Community organizing and coalition building experience; knowledge and understanding of afterschool, youth voice, and protective factors and positive youth development a plus
- Demonstrated passion for supporting others in creating positive environments for the learning, care, and development of children and youth.
- Ability to work and communicate effectively with a variety of people; including, youth, community leaders, business owners, third space leaders, etc.
- Exceptional initiative and interpersonal skills, including the ability to work independently and collaboratively, listen well, build trust, and model healthy conflict resolution
- Ability to multi-task with excellent time management and organizational skills.
- Proficiency in the use of technology, including MS office products (e.g., Word, Excel, Publisher), and the ability to produce documents and reports that are well-written and well-presented.
- Sensitivity to, understanding of, and the ability to accommodate the diverse academic, socioeconomic, cultural, and ethnic backgrounds of all people, particularly youth; and a commitment to justice and equity
- Self-starter with a positive attitude and sense of humor and the ability to adapt quickly to changing needs
- Experience with community asset mapping is a plus
- Must be able to work at a desk and on a computer during regular work hours and able to lift at least 10 pounds
- Reliable transportation required. This position will require travel throughout Vermont at all times of year and may require time in the evenings or on the weekends. The position is primarily remote in nature with meetings primarily occurring near Rutland.

How to apply:

We offer a competitive compensation package and the opportunity to play a role in growing an organization by supporting local communities. Expected compensation for this position starts at \$25–\$28/hour and depends on qualifications and experience. This position is also dependent on continued grant funding.

To apply, please send a cover letter, resume, and three references to jobs@vermontafterschool.org. Applications must be submitted electronically. **Applications are being reviewed on a rolling basis and the position will be posted until it is filled.**

Vermont Afterschool is an equal opportunity employer, and we especially welcome applications from individuals who will contribute to our diversity.