



Laraway Youth & Family Services – Americorps Member Position Description

Position Title:	AmeriCorps Member Position	Reports To:	Land Steward
Department/Group:	Administration – Land Stewardship	FLSA Status:	N/A
Work Location:	Administrative Offices	% Travel Required:	Approximately 10%
Pay Range:	Stipend - per VYT/VYDC program	Position Type:	Seasonal, 30-40 hrs/wk

Position Description

Position Summary:

The AmeriCorps position is facilitated and coordinated by one of our sponsor organizations, the Vermont Youth Development Corporation (VYDC) and Vermont Youth Tomorrow (VYT). The Washington County Youth Service Bureau (WCYSB) serves as the delegate agency and fiscal agent for the programs. VYDC/VYT are responsible for both member and supervisor training, recruitment, member placement, stipend reimbursement and other administrative responsibilities related to coordinating host sites and member organizations. Our AmeriCorps member will work with all LYFS programs to involve clients and staff in hands-on learning, therapeutic and recreational experiences. Primary responsibilities will revolve around administrative and organizational support for the Land Steward and building capacity within and for Land Stewardship initiatives. This includes a special focus on the vegetable and perennial gardens, supporting cafeteria staff to incorporate fresh produce into LYFS meals, building relationships with community partners, assistance in identifying and pursuing funding sources and working with the Development and Human Resources Directors to develop both volunteer and internship opportunities. The member is also required to attend monthly VYDC trainings and develop reports that document their service time.

Essential Duties:

- Fulfill all VYT/VYDC program requirement including timesheets, monthly trainings and quarterly reports.
- Administrative support for Land Steward position.
- Support and coordinate with the Farm to School efforts within the School Program including participation in the School gardens group and supporting School staff in garden-based curriculum development.
- Help plan, install and maintain the vegetable, herb, and perennial gardens.
- Assist cafeteria coordinator to incorporate food grown in the gardens into LYFS meals.
- Organize weekly activities to get staff & youth involved in working the land.
- Research and develop a small gleaning program, partnering with Salvation Farms and involving LYFS youth in every aspect.
- Further develop community volunteer initiatives and internship opportunities.
- Track and manage the staff volunteer initiative.
- Create increased connection and integration with Land Stewardship and program activities.
- Entertain and identify different fundraising strategies and events, pursue small grants and in-kind donations.



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Other Duties:

- Gather feedback related to land-based initiatives and activities, provide direction for future development.
- Identify and work with community partners for work-based learning development and related programming.
- Work with program staff to identify and develop work-based learning opportunities and facilitate those experiences.

Qualifications and Education Requirements:

- Bachelors Degree or pursuit of Degree in related field is preferred.
- Must successfully complete all background checks and maintain eligibility.
- Must have the ability to establish and maintain effective and professional working relationship with staff, students, and community partners.
- Must have efficient software and word processing skills to track and prepare data as required.
- Must maintain a Safe Driving Record and have access to a safe, reliable, insured vehicle.

Special Position Requirements:

- Preferred experience and knowledge with organic land management standards for perennial crops with both culinary and medicinal use. Familiarity with Permaculture and ecological design concepts and practices.
- Experience and knowledge in the areas of natural resources and land use planning.
- Excellent verbal and written communication skills and the ability to create enthusiasm and support for program activities.
- Ability to work a flexible schedule that may require occasional long days and/or weekend work.

Work/Physical Requirements:

- Must be able to lift items weighing up to 50 lbs.
- Must be familiar and have comfort with using power tools, garden and landscape tools, organic materials such as compost, soil amendments, and liquid fertilizers.

Note: The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

To apply, please fill out online Americorps application (attached) and cover letter and resume to Cornelius Murphy cmurphy@laraway.org . For more information on Laraway and our Land Stewardship program, visit <http://laraway.org/programs.html#farm> .