

2009-2010
AmeriCorps Connects
Member Position Description

Site Name: Winnebago County Department of Human Services

Address: 220 Washington Avenue, Oshkosh, WI 54901

Fax: 920-729-2790

Phone: 920-729-2741 & 920-236-4641

Site Supervisor: Cheryl Cain & Mary Salzer

Supervisor Email: ccain@co.winnebago.wi.us & msalzer@co.winnebago.wi.us

Position Type: Minimum time, 300 hours must be completed by August 31, 2010

Program Qualifications:

- Minimum age of 18
- High School Diploma or equivalent
- US citizen, national, or permanent resident alien

Site Qualifications:

1. Ability to establish and maintain effective working relationships with community resources, DHS staff, and juvenile clients
2. Has had college coursework and/or experience working with at-risk youth
3. Good conflict resolution skills, a high level of maturity, and ability to motivate resistant teens
4. Ability to facilitate group sessions with adolescents
5. Possesses basic computer skills and ability to use the Internet
6. Has a valid driver's license
7. Meets UWO driving requirements
8. Successfully passes a background check
9. Minimum age of 18
10. Ability to fulfill the requirements of the AmeriCorps contract

Duties and Tasks - Essential Functions:

I. Educate and Supervise Youth

- A. Supervise the juveniles at the service site while role modeling a positive work ethic and interacting with the juveniles
- B. Plan and facilitate skill-building activities for each community service session day

II. Program Oversight and Management

- A. Assist half-time AmeriCorps member with program planning and reporting as needed.

B. Report to DHS Site Supervisor at least every other week

Duties and Tasks - Marginal Functions:

A. Maintain and regularly update a binder containing all PACT Program information and resources which will remain the property of WCDHS

Program Responsibilities:

- Attend and participate in orientation
- Understand and comply with AmeriCorps contract
- Function as a team member at site
- Recruit youth and adults to serve as volunteers
- Accurately track service activities on provided forms (alternate tracking methods can be provided if necessary)
- Attend and actively participate in required training
- Attend occasional AmeriCorps events such as the Statewide Opening Ceremony as scheduled
- Develop a personal ethic of civic responsibility
- Become certified in First Aid and CPR (paid for by AmeriCorps program)

Setting:

The PACT service work with youth takes place at various non-profit sites throughout Winnebago County and neighboring communities. Paperwork responsibilities are performed at a Winnebago County Department of Human Service building, either in the Neenah office at 211 N. Commercial Street or in the Oshkosh office at 220 Washington Street.

Regular hours of service:

The PACT program is typically held on Saturdays from 9:00-4:00 (plus travel time) during the school year, and on Tuesdays, Fridays and/or Saturdays (same timeframe) during the summer months.

Benefits:

- Education Award of \$1,000
- Student Loan Deferment
- Personal and Professional Development
- Service Gear Package

Visit: <http://www.uwosh.edu/ccdet/>

or call 920 424-2244 to apply.