



## **JOB DESCRIPTION**

**Position Title:** AmeriCorps VISTA Summer Associate

**Reports to:** Center Director Anthony Benavides

**Position:** Full Time at 40 hours per week

**Salary Level:** \$575 bi-weekly

**Additional Award:** \$1,311.11 or \$276 cash stipend

**Schedule:** Schedule varies, but center/park summer hours are 11 am – 7 pm

**General Description:** Clark Park is a 30-acre recreational area in southwest Detroit. It serves as the primary community location for festivals, concerts and special events for the most ethnically diverse community in the City, while serving as a popular meeting place for family picnics and gatherings. Year-round activities are regularly enjoyed by the neighborhood's youth.

Today Clark Park and its recreation center provide four seasons worth of programming for more than 1,200 youth annually through the efforts of the Clark Park Coalition. The Coalition operates the only regulation-sized outdoor ice hockey rink in Metro Detroit during winter, and provides free lunches to more than 100 youth daily throughout the summer.

Currently the park staff partners with other organizations such as Think Detroit Pal and UNI to provide classes and programming for youth in the area.

The AmeriCorps VISTA Summer Associate will be responsible for assisting with the overseeing of the summer programming for youth. They will ensure a safe and clean environment by assisting in the supervision of GDYT Growing Detroit's Youth employees over the summer months. They will work with the center director to facilitate development of youths' knowledge and skills by assisting with conflict resolution and leadership training workshops.

### **SPECIFIC DUTIES:**

#### **Summer Youth Day Camp tasks –**

- Assist with recruitment and enrollment of youth in summer classes
- Assist instructors and coaches with daily program activities, where needed

#### **Ensure a safe and clean environment –**

- Assist GDYT youth worker manager to implement park improvement projects
- Plan and prepare for service projects by gathering needed materials and tools
- Assist with park maintenance crews by raking leaves, picking up downed branches and trash, and assisting with other park upkeep activities



**Prepare youth for employment, careers and college with on-the-job real-world experiences –**

- Facilitate development of youth worker’s knowledge and skills by assisting with conflict resolution and leadership training workshops
- Act as a role model to reflect appropriate behavior and dress in the workplace
- Assist with GDYT work readiness pre-training through online modules and financial education sessions to teach youth to manage their summer income

**KNOWLEDGE, SKILLS AND ABILITIES –**

- Excellent communication skills
- Ability to work under general direction of senior staff or executive director, and ability to independently develop and follow through on the various tasks relevant to position.
- Flexibility in days and hours available for scheduled work, including flexibility with office space accommodations.
- Ability to manage time, workload, and meet deadlines.
- Adhere to Clark Park Coalition code of ethics.
- Significant demonstrated exposure to a low-income, immigrant, ethnic, or minority community is desirable, as is residency in the city of Detroit.
- Possession of a valid driver’s license, and access to a private vehicle for day-to-day job performance.
- Above average knowledge of computer software, e.g., Word, Excel, PowerPoint, etc.

**Minimum Qualifications:**

- Must be at least 21 years of age
- Ability to work in an outdoor environment
- Willingness to work with low-income youth
- Some college classes completed

**Email all resumes to Center Director Anthony Benavides at [benavidesacpc@gmail.com](mailto:benavidesacpc@gmail.com), or call 313 841 8534 for questions.**

*The Clark Park Coalition is an equal opportunity employer. We celebrate all diversity and are committed to creating an inclusive environment for all employees.*