

WANT TO GET INVOLVED IN SCHOOLS AND EDUCATION?
INTERESTED IN WORKING WITH URBAN YOUTH?
WANT TO ASSIST YOUTH CREATING CHANGE?



University of Denver
Center for Community
Engagement &
Service Learning

JOIN US AS A PUBLIC ACHIEVEMENT PROGRAM ASSISTANT (Team Lead)

What is Public Achievement? Program Assistants will work with the Center for Community Engagement & Service Learning's (CCESL) Associate Director to assist in the planning and implementation of our Public Achievement (PA) Program, a school-based civic engagement program. In PA, DU students serve as coaches and work closely with a group of high school students from one of CCESL's partnering schools to identify social justice issues that students care about within their school and community. Coaches work in groups of 2-4 and meet with their school groups for approximately one hour every week during the academic year. Coaches guide high school students through the community organizing process over the course of the academic year incorporating civic skills, such as public speaking, relationship building, issue identification, and taking public action. Together, teams conduct community-based research and carry out a public work (service-learning) project to address the issue they identified. In the past, students have addressed issues such as school bullying, police harassment/racial profiling, healthy school lunches, uniform codes, and much more.

What do Program Assistants Do? Program Assistants serve as Team Leads for coach groups and as school site coordinators. Team Leads will provide oversight to one or more coach groups at one or more Denver partner high schools. Currently all PA sessions occur on Wednesday, Thursday and Friday (assistant need just one of these days available), though this is subject to change. Training in the Public Achievement process, community organizing and other related topics is provided. Duties of Public Achievement Team Leads will include:

- Mentoring coaches and providing guidance about the Public Achievement Process, how to engage successfully with urban youth, building cultural competency, developing goal driven lesson plans, and other skills related to the program.
- Providing on site leadership to DU coaches working at PA partner schools in Denver.
- Helping plan and/or lead orientation, retreat and training sessions for coaches throughout the year as well as other special events to engage coaches and students (such as participation in MLK Day Events, a PA Summit, etc.).
- Facilitating weekly meetings with DU coaches to plan lessons for Metro Denver area students and facilitate team building activities to strengthen coach groups.
- Working with the Associate Director to problem solve any issues at the schools or between co-coaches.
- Acting as a liaison with school partners.
- Communicating with teachers and school administrators regularly to plan for Public Achievement and maintain partnership between CCESL and partner schools.
- Selecting learning materials, texts and supplies to facilitate the development of coaches and high school students and to aid in the Public Achievement process
- Assisting DU coaches and K-12 students in developing public skills, civic capacities and research skills.
- Assisting with the implementation of program assessment, which may include surveys and focus groups.
- Serving as the chair for at least one special project PA committee
- Representing the Center for Community Engagement & Service Learning on and off-campus at events, within the office, etc.
- Assist the Associate Director in tracking possible grant opportunities (such as those through the Youth Service America listserv) and assist in completing grant applications (where appropriate and interested)
- Related work as required or assigned by the Associate Director.

What is the work schedule? Program Assistants spend approximately 12-15 hours/week with the Public Achievement program. Please note that work ebbs and flows and some weeks are busier than others.

- All current PA classroom sessions occur on Wednesday, Thursdays or Fridays, while this is subject to change, Program Assistants should have all or most of ONE of these days available for the classroom sessions.
- Lesson plan sessions that Program Assistants lead with their coach groups are dictated by coach and assistant schedules but evenings sometimes end up being the best available times. Typically assistants choose to meet with their coach groups once/week to prepare for the classroom sessions.
- In addition to in-class sessions and lesson plan meetings, which will be the bulk of a Team Leads time, Team Leads will also meet as a group with the Associate Director once/week (time will depend on the group's schedules), attend weekly "all PA" staff meetings (time to be determined), attend monthly trainings (typically 2 hours during one evening), and will also be asked to complete required readings, writing, and critical reflection.
- Occasional weekends may be required when special events or trainings are planned.

What are the desired qualifications?

- Experience in or willingness to develop the skills to work in teams, take a leadership role, and work with different personalities
- Strong commitment to respectful problem solving and conflict resolution
- Flexibility and adaptability – school calendars fluctuate regularly due to many factors, including standardized testing, and team leads will need to work around these changes
- Experience in or willingness to develop the skills to work with urban youth and college students
- Community organizing and/or civic engagement experience
- Commitment to social justice issues and translating values into action
- Commitment to personal and professional development and growth as well as assisting coaches and K12 students in this process as well
- Comfortable acting as a liaison with K12 school contacts (teachers and administrators), including a clear understanding of professionalism
- Understanding of and/or willingness to develop cultural competency, i.e. the ability to move beyond difference and unfamiliarity in order to work successfully in the community.

What Does the Job Pay? **To receive an hourly wage, you must qualify for a Federal Work Award. Students may also volunteer/intern.

- Between \$14.25-16.25/hour, depending on education

APPLICATION PROCESS:

Please submit the application form (found at the website below) along with a resume and cover letter to Cara DiEnno (email preferred). In your cover letter please share your interest in the position as well as how you meet or will work toward the desired qualifications. Please also describe a social justice issue that is important to you and the steps you would take to encourage others, whom you may perceive as different from you, to join you in action to address your chosen social justice issue.

Applications are accepted on a rolling basis until positions are filled.

Contact cara.dienno@du.edu for more info or questions.

MORE INFO: http://www.du.edu/ccesl/development/public_achievement.html