



Youth on Their Own
Youth Services Online AmeriCorps Member
36 Hours/Week; 900 hours total
Service Location: Tucson, AZ
January 2022 - August 2022
americorps@arizonaserve.org

I. Organizational Purpose and Background.

Youth On Their Own (YOTO) supports the high school graduation and continued success of youth experiencing homelessness in Pima County. We strive to eliminate barriers to education and empower housing insecure youth in our community to stay in school. For over 35 years, we have supported this unique demographic by providing financial assistance, basic human needs, guidance, and more. With the help of our amazing YOTO Family, YOTO has supported over 20,000 local youth in their journeys toward high school graduation! The Youth Services AmeriCorps will assist the youth services team in the youth center, the Mini Mall

II. Project Focus Areas and Activities

- A. **Mini Mall Operation:** The AmeriCorps Support the Youth Services Program Specialist in serving youth (youth can shop for free basic needs items at the on-site Mini Mall) with basic needs items and check out/process their items in the youth client management system (YOTO Portal). Answer any questions youth might have about their services (status of orders, status of financial assistance, status of YOTO application, etc.) or about how to enroll in YOTO services. This person will assist the youth services team to make sure the shelves are stocked in the Mini Mall.
- B. **On-Line YOTO Communication:** The AmeriCorps member will be responsible for responding to youth and YOTO school Liaison chat messages from the YOTO Portal (Crisp Chat).
- C. **YOTO Youth Outreach:** The AmeriCorps member will assist the team in communications to YOTO youth as they pertain to outstanding checks, initial applications, and enrollment campaigns.
- D. **Tracking & Case Notes:** The AmeriCorps will make sure interactions and communication with youth are tracked in the YOTO Portal (youth database system) and update statuses and other data as needed.

III. Requirements and Benefits

A. Schedule Requirements: Monday – Friday 11 - 5:30

B. Education, Skills and Abilities

- 17 years or older, no upper age limit. All ages are welcome and encouraged to apply



- Proficient in Microsoft Word, Excel, Publisher, PowerPoint, and Internet-based communications
- Proficiency with Google Workspace (Google Docs, Sheets, Slides, Forms) helpful
- Demonstrated ability to work independently and in a team setting in a consistent, energetic, positive manner
- Strong organizational and time management skills
- Ability to be flexible and work well in a variety of situations
- Effective problem-solving skills
- Ability and desire to work with diverse community members
- Friendly and effective interpersonal skills
- Access to reliable transportation
- Spanish/ English bilingual preferred

C. AmeriCorps State Member Benefits

- Living Allowance - \$8,741 for year of service
- \$3,097 Segal Education Award upon successful completion of hours
- Certificate in Civic Leadership and Service through Prescott College
- Team support and coaching

Arizona Serve is committed to implementing inclusive practices in the workplace. We do not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, or gender expression. Those who have marginalized identities, whether or not those identities provide protected status, are encouraged to apply.

[Arizona Serve provides an inclusive environment accessible to individuals with reasonable accommodations.](#)

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Applications for AmeriCorps State Positions can be filed:

- 1.) The [online application](http://arizonaserve.org) at arizonaserve.org