



THE IMAGINE JUSTICE PROJECT

AmeriCorps Position Description

- Special Program Manager -
Building Beyond the Walls

BACKGROUND INFORMATION

The Imagine Justice Project

Young people often come into contact with the criminal justice system as a result of normal adolescent behavior, such as taking risks and pushing boundaries. Due to institutional racism and implicit bias, this happens more often for Black and Brown youth through the over-policing of communities of color, racial profiling and disproportionate minority sentencing. The isolation and stigma surrounding criminal justice system involvement create additional barriers preventing youth and young adults from achieving their full potential. Protective factors, such as participation in positive youth development programs and connection to caring adults, can create safe and supportive environments for youth that prevent and reduce contact with the criminal justice system.

The Imagine Justice Project is a collaborative Pierce County effort to strengthen youth development and advance equitable, community-centered justice systems. One of the primary strategies of the Imagine Justice program is to leverage AmeriCorps volunteers to build the capacity of local organizations to provide culturally response, trauma-informed positive youth development programs and services.

AmeriCorps Team

An AmeriCorps member is an individual who engages in community service through an approved national service position. The Imagine Justice Project is recruiting 20 individuals to serve as AmeriCorps members in positive youth development programs across Pierce County. Each position will complete 1700 total service hours over a period of approximately 10.5 months. Members will receive a living allowance, healthcare benefits, childcare benefits, as well as positive youth development professional development. Upon successful completion of their service terms, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

POSITION INFORMATION

Position Title: Special Program Manager

Service Term:

This is a 1700-hour fulltime position. The start date is expected to be August 23rd, 2021. The end date is whenever the member has completed all 1700 hours, which is expected to be approximately June 15th, 2022 but may vary. All service terms must be completed no later than July 31st, 2022.

Days/Hours of Service:

The typical schedule is Monday through Friday from 8:30 am – 5:30 pm, including one 30-minute unpaid lunch break, and two 15-minute paid rest breaks. Evening and weekend hours will be required for



special events and activities. We will flex the hours and work to set schedules at least a month in advance.

Program Description:

As the Special Programs Manager you will have the exciting opportunity to expand our Building Kids program and the implementation of our Foster Family Bunk Bed project. You will also be assisting us with our Flagship Classes and our Pantry Project.

Our goal is to build community through service. We strive to create a safe place for individuals to engage with each other and teach the value of volunteering. We achieve this through our free construction skills training.

In our signature Flagship class we teach participants (ages 16 to 100) basic construction skills as we build a small structure for a non-profit or organization in need. Flagship classes are free; in exchange participants agree to give 50 hours back to the community. These are typically held on Saturdays. Local nonprofits or organizations provide lunch to our students and explain what they do in the community and how the students can get involved to fulfill their 50 hour commitment.

Our Building Kids program works with children under the age of 16 and has included elementary classroom activities where the kids will make tool boxes or step stools. We have also done Construction Camps for kids in partnership with the Buckley Youth Center. Typical ages are five to 13 years of age.

The Pantry Project was developed during the pandemic. It allowed us to continue our mission to build community by having pantry components built by individuals in their own homes or work in small groups when needed. Once the components were done they were brought to our facility and packaged for distribution. The kits are offered free to individuals or organizations who want to assemble them and help with food insecurity in their community. We have partnered with local food banks who help the pantry host keep the pantries filled with food desired for their particular demographic.

The Foster Family Bunk Bed program was in its beginning stages when the pandemic hit. The idea is that we will work with foster families and the children to build bunk beds they will then take home to use during their stay. This will help create a bond as they work together.

Host Site Description:

Building Beyond the Walls Mission Statement:

Building Beyond the Walls creates an experience through inclusive hands-on construction skills training that increases confidence and self-reliance. By focusing on projects that give back, we connect individuals more deeply in their communities.

Building Beyond the Walls was founded by Sue Z. Hart who, through no fault of her own, lost everything due to an auto accident, including the home she bought as a single mom. In addition, she was physically debilitated for two years. Through her journey to healing, she discovered the value and power of volunteering. She wanted to find a way to encourage others to volunteer so they can have the same positive life altering experience. By becoming connected to something bigger than themselves they can profoundly impact their lives. You can't just tell people this, you must let them "discover" this on their own. Through a series of events she created Building Beyond the Walls and uses free construction training as the conduit to help others, help themselves. The results have had a profound effect on the participants.



Building Beyond the Walls exists to “build community through service”. Hands-on construction training is the conduit we use to connect individuals to each other and their community. We achieve this by bringing strangers together for a common purpose to build a small structure needed in the community. We offer the majority of the programs for free and ask the participants to pay it forward in community service.

Service Location:

Pierce County is located in the Puget Sound region of Washington State and is home to the iconic 14,000-foot tall Mt. Rainier. With a population of approximately 800,000, it is the second most populous County in the state with Tacoma being Pierce County’s largest City.

The office is located at The Roots Collective at 24015 WA-410; Buckley, WA 98321. We share the property with Seattle Tiny Homes, The Market (Bonney Lake/Sumner Food Bank), Mom’s Microgreens, Heritage Sheds and in the evening the local herd of elk. The facility sits on over 25 acres of farmland on the outskirts of Buckley just outside of Bonney Lake. You will get to be a part of an evolving community that strives to make a difference in our communities. The Roots Collective took over the farm in 2020 and offered the barn at remarkable price to Building Beyond the Walls so that we could have a place to hold our classes. The milk house, next to the barn will be our construction office and this fall we will also have our main office on the property.

Position Description:

Special Programs Manager will manage program logistics, materials, and community partnerships for our programs and focus primarily on those involved with youth. This position seeks to help youth and individuals feel empowered through learning about construction, helping others, and giving back to the community through construction project-based learning. This position assists in building partnerships with local schools and youth organizations, manages project materials, coordinates build kit assembly with Building Beyond the Walls team and Volunteer Coordinator, and assists with logistics during the event days.

This position can serve remotely and coordinate logistics from home, when necessary. The position will be expected to be out in the field when building relationships and assisting or leading on event days. Most Building Beyond the Walls projects are at our training location or if offsite, they are primarily located throughout northeast Pierce County.

This position is a great role for individuals who:

- Seek to make a positive impact in their community.
- Are enthusiastic about working with youth.
- Desire to help others become self-reliant and overcome fears.
- Enjoy building community.
- Want to find a project that involves building relationships.

Skills and Qualifications Needed:

Individuals interested in the position should possess the following skills and/or qualifications:

- Understand and support the mission and vision of Building Beyond the Walls.
- General understanding of construction practices or willingness to learn.
- Embrace and articulate the mission of Building Beyond the Walls to supporters.
- Strong verbal and written communication skills.



- Be a collaborative, team player.
- Value ethics in working with others.
- Ability to work with diverse populations and personalities.
- Organized and detail-oriented planner.
- Proficient with computers and the technology world.
- Must know Word, Excel, PowerPoint and understand the Cloud.
- Be able to lift up to 30 lbs. or arrange assistance to do so.
- Ability to pass a criminal history background check.

Responsibilities and Related Tasks:

The Special Programs Manager manages logistics and planning for the Building Kids and Foster Family Bunk Bed programs. You will assist with the Flagship Classes and Pantry Project. This includes:

- Adhering to the mission, vision and core values of the organization.
- Building partnerships with local schools or youth organizations to assist with class recruitment and marketing of events especially to vulnerable populations.
- Serving with the Building Beyond the Walls team to ensure that the proper materials are available onsite and on time.
- Assisting with Building Kids event schedule coordination.
- Sourcing materials for building kits.
- Coordinating logistics and assembly of project build kits.
- Assisting and/or lead Building Kids events.
- Nurturing relationships with construction industry and community supporters.
- Tracking youth participation in coordination with Volunteer Coordinator.
- Assist in packaging Pantry kits.
- Deliver Pantries if needed.
- Attend, plan and actively participate in meetings.
- Help plan, coordinate, recruit and track each program.
- Participate in regular professional development, team-building, and service activities.
- Recruit and train volunteers.
- Document program processes.
- Evaluate and make suggestions to change as appropriate.
- Have fun!

Benefits:

- Living allowance of \$16,000 for complete service term, paid in monthly installments of approximately \$1,524 per month during service term (approximately 10.5 months)
- Access Segal AmeriCorps Education award in the amount of \$6,345 upon successful completion of service term. This award must be used within seven years of service completion and may only be used to pay educational expenses at eligible post-secondary and technical institutions OR repay qualified student loans
- Optional health insurance coverage
- Optional childcare assistance (must meet specific eligibility requirements)
- Optional student loan forbearance during service term
- Mileage reimbursement for offsite programs



- Use of tools and equipment on site
- Building Beyond the Walls Gear

ELIGIBILITY

Required Qualifications:

- Age 17 or older at start of service term
- High School Diploma or equivalent upon start of service term, OR agree to obtain diploma or equivalent prior to using Segal AmeriCorps Education Award
- US Citizen or permanent resident
- Commitment to building skills and knowledge related to diversity, equity, and inclusion
- Ability to travel to service site(s) as well as other training or activity locations across Pierce County
- We are a drug and alcohol free work environment
- Valid driver's license and proof of insurance

Individuals interested in the position should possess the following skills and/or qualifications:

- Understand and support the mission and vision of Building Beyond the Walls
- Respect safety protocols.
- General understanding of construction practices or willingness to learn
- Embrace and articulate the mission of Building Beyond the Walls to supporters
- Strong verbal and written communication skills
- Be a collaborative, team player
- Respectful of people and equipment
- Value ethics in working with others
- Ability to work with diverse populations and personalities
- Organized and detail-oriented planner
- Proficient with computers and the technology world
- Ability to operated office equipment or willingness to learn
- Patience with different personalities, abilities and processes
- Honest and trustworthy

Desired Qualifications:

- Represent the diversity of clients being served through personal characteristics and/or lived experience and seek to understand that which you are not familiar
- Previous experience working with youth or young adults
- Familiarity with the Pierce County community
- Skills and/or knowledge related to youth development, trauma-informed care, or diversity, equity and inclusion
- Knowledge of construction equipment a plus
- Project Management skills
- Knowledge of Auto CAD



Criminal History:

The Imagine Justice Project values individuals with lived experience that relates to the clients and communities we serve. All AmeriCorps positions are subject to the National Service Criminal History Check (NSCHC) process. Applicants who do not consent or provide false information are not eligible to serve in an AmeriCorps position. Additionally, any applicant who has been convicted of murder, or who is registered or required to be registered on any sexual offender registry will also be disqualified from any AmeriCorps service position.

Building Beyond the Walls works with a diverse populations. We cannot accept applicant's with aggravated assault convictions. If you have a felony theft conviction we will need to review the circumstances. Due to the nature of our work we have a strict no drug or alcohol policy on the job.

Service Environmental & Physical Requirements:

The office is on farmland. It can be dusty in summer and muddy in winter. We are behind the food bank and they can be busy during the week. You will want to wear appropriate attire depending on the tasks and location for the day. You will want to wear Building Beyond the Walls gear (provided) when you are representing us at events. You will need work boots. Personal protection equipment will be provided as needed. We will follow all current state regulations in the ever changing Covid environment.

You will be required to have a CPR First Aid card (we can provide). Attend Mental Health First Aid for teens when available. Depending on the task, you may be at your desk or in the training facility. You will use many tools from time to time and will be trained how to use them safely. You will need to be able to lift 30lbs or more. You will need to learn, follow, implement and enforce safety protocol on the jobsite. Safety is everyone responsibility and we take it very seriously.

Equal Opportunity

AmeriCorps and the Imagine Justice Project is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service. Reasonable accommodation will be provided to the known mental or physical disabilities of otherwise qualified members.

CONTACT INFORMATION

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