AMERICORPS MEMBER POSITION DESCRIPTION

YOUTH PROGRAMS COORDINATOR

Member Name: TBD
Program Name: Iowa Community Corps
Host Site: Urbandale Public Library
Service Location: Urbandale, IA

Start Date: 10/9/2026
End Date: 5/20/2027
Member Term: Minimum Time
Living Allowance amt: $4,000
Education Award: $1,565.08

Position Summary: The Iowa Community Corps AmeriCorps program is a statewide effort to strengthen communities through increased access to resources to support health and wellbeing. AmeriCorps members serve directly with local organizations to expand their ability to reach and support the people they serve, while gaining professional training to launch or grow a career in community health.

Urbandale Public Library provides enrichment opportunities, learning spaces, and supportive environments where community members can connect, grow, and feel a sense of belonging. Through the Youth Mental Health Corps initiative, this position will build the library's capacity to support youth mental wellness by assessing local needs, designing evidence-informed programming, and cultivating safe spaces that promote connection and skill-building. The role also includes supporting the library's community fridge by developing volunteer systems and ensuring that the fridge area remains a welcoming resource for youth and families.

Schedule: Member will serve **approximately 10 hours per week**, including **evening and weekend hours** as needed to support youth programming and community engagement.

AmeriCorps Member Activities

Training & Onboarding

- Learn about existing programs, services, and youth engagement efforts at Urbandale Public Library.
- Obtain Mental Health First Aid certification.
- Complete Community Health Worker training.
- Complete Youth Mental Health Community Health Worker training.
- Receive orientation to AmeriCorps, the Youth Mental Health Corps initiative, confidentiality and ethical guidelines, and best practices for youth programming in library settings.

Assess youth mental health needs and expand resource awareness

- Conduct a youth needs assessment to better understand attitudes, behaviors, and mental health needs, and opportunities for programming.
- Create activities, resources, and workshops to teach life skills such as stress-management, mindfulness, coping strategies, and other resilience-building workshops.
- Assist library staff with piloting new youth gatherings and events, gather participant feedback, and make adjustments to improve engagement and accessibility.
- Build program templates, activity guides, and sustainable materials that staff can use to continue youth mental wellness programming beyond the member's term.

Support the community fridge and strengthen volunteer engagement

- Recruit and coordinate volunteers to support the community fridge. Supportive activities include cleaning and stocking the fridge, coordinating food rescue activities, and sourcing food donations.
- Create tools such as volunteer role descriptions, schedules, checklists, and communication materials that improve sustainability and clarity.
- Ensure the fridge area is a safe, welcoming space where youth can access food, connect with peers, and feel supported.
- Develop signage, information sheets, or outreach tools that help youth understand how to access the fridge and available resources.

Strengthen community partnerships and build supportive resource connections

- Conduct outreach with the school and other community partners to raise awareness about youth mental health and library offerings.
- Develop communication tools, flyers, or resource materials that help youth and families connect with local supports, such as the community fridge
- Identify other opportunities for the library to connect youth with community resources that promote wellbeing and healthy living.

Desired Skills/Qualifications:

- Interest in youth wellbeing, community health, mental health promotion, or library services.
- Comfort engaging with diverse youth and families in a welcoming, inclusive environment.
- Strong communication skills (reading, writing, typing).
- Ability to collaborate with library staff, community partners, and youth audiences.