



City of Davenport Youth AmeriCorps  
Summer 2022 Position Posting



**QUAD CITIES BOTANICAL GARDENS-ADMINISTRATION YOUTH AMERICORPS MEMBERS**

**TERMS OF SERVICE:** June 13, 2022 to August 20, 2022 **MINIMUM HOURS OF SERVICE:** 300 hours

**LIVING ALLOWANCE:** \$2,823.00 **EDUCATION AWARD AT COMPLETION OF SERVICE:** \$1,342.86

**GENERAL SUMMARY:** The Youth AmeriCorps Member will participate in a summer service project that will provide them with a unique experience for career exploration in a broad range of career fields. These activities and experiences will connect the Youth AmeriCorps Member to the community and give them a real-world, career-oriented experience that will encourage them to complete their education and pursue their personal and professional goals.

**Site Specific Service Activities:**

- Implement and monitor programs as directed by management and see the plans through to completion
- Maintain communication with supervisor and staff via email, memos, and reports when appropriate
- Manage workflow by ensuring that deadlines are met and work is accurate
- Communicate with guests by answering questions and requests for information
- Develop and produce unique projects with the guidance of the center staff ( if needed)
- Maintain the mission of the Quad City Botanical Center.

**Qualifications and Skills**

- Detail oriented and comfortable working in a fast-paced office environment
- Organization skills and dedication to completing projects in a timely manner
- Knowledge of MS Office with expertise in Microsoft Word, PowerPoint, and Excel

**Site Schedule:**

Service activities will take place predominately at the Quad City Botanical Center. Member must have an ability and willingness to serve flexible hours Monday through Friday from 9:00 AM to 5:00 PM, as scheduled, including evenings and weekends on occasion. Members will be asked to serve at special events and activities within the grant partnership outside of the Member's regular service hours.

**Physical Requirements:**

- Be tolerant of hot, humid, and uncontrolled climates, and able to work in and out of doors
- Walk and carry materials up and down steps
- Stand and walk for extended periods of time
- Climb, Bend, squat, and kneel