



YOUNGSTOWN NEIGHBORHOOD DEVELOPMENT CORPORATION

820 Canfield Road
Youngstown, Ohio 44511
Phone: 330.480.0423
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Email: info@yndc.org
Website: www.yndc.org

YNDC REVITALIZE AmeriCorps Member Job Description

GENERAL

- Organization:** Youngstown Neighborhood Development Corporation (YNDC)
- Background:** The Youngstown Neighborhood Development Corporation (YNDC) is a multifaceted neighborhood development organization created to catalyze strategic neighborhood reinvestment in neighborhoods throughout the City of Youngstown. The YNDC transforms neighborhoods into meaningful places where people invest time, money, and energy into their homes and neighborhoods; where neighbors have the capacity to manage day to day issues; and where neighbors feel confident about the future of their neighborhood.
- Mission:** The Youngstown Neighborhood Development Corporation is committed to improving the quality of life in Youngstown by building and encouraging neighborhoods of choice for all.
- Title:** YNDC REVITALIZE AmeriCorps Member
- Work Schedule:** Full time for 1 year of service
Average of 40 hours per week; a minimum of 1700 hours for the year
Evening and weekend work required
Hours will be flexible for members attending ABLE or postsecondary courses
- Compensation:** Living Allowance; this is a National Service Position. Eligibility for the Segal Education Award upon completion of a full year of service.
- Website:** www.yndc.org
- Telephone:** 330.480.0423

Under the direct supervision of the AmeriCorps REVITALIZE Program Coordinator, the YNDC REVITALIZE AmeriCorps Members complete **five (5) critical neighborhood stabilization** activities in accordance with the YNDC REVITALIZE AmeriCorps Program. The YNDC REVITALIZE AmeriCorps members will also work with Property Maintenance staff at YNDC and volunteers to complete components of these projects, but must be able to work independently to complete projects as assigned.

SKILLS/QUALIFICATIONS

1. Experience in landscaping, construction, and property maintenance are preferred, but not required. On-site training will be provided for all activities.
2. Ability to drive box truck, minivan, dump truck, and other equipment safely is preferred but not required.
3. Strong commitment to safety and willingness to learn and follow proper safety practices.

4. Good communication skills.
5. Ability to manage multiple projects simultaneously and prioritize effectively.
6. Ability and willingness to learn new skills related to landscaping, construction, property maintenance, and community development as required to complete assigned tasks.
7. Ability to work independently of and in collaboration with other staff of the organization and partners.
8. Ability to obtain EPA Lead Renovation, Repair, and Painting (RRP) certification.

RESPONSIBILITIES

Core Work Assignments:

1. Complete the following five critical neighborhood stabilization activities as described below. Tasks for each activity will include, but are not limited to:
 - **Landscaping/Vacant Land Reuse:** grass cutting, roto-tilling, basic vacant property cleanup, debris removal, watering trees and plants, basic excavation, and special projects as assigned.
 - **Cleanup/Board-Up of Vacant Properties:** disposing of heavy construction trash and debris, removing dense overgrowth and trees with power equipment, cutting and painting boards, boarding and securing doors and windows, and other related tasks to stabilize and improve the appearance of vacant property.
 - **Owner-Occupied Limited Repair:** exterior painting, gutter repair, other minor exterior repair as needed to bring properties into compliance with city ordinance.
 - **Vacant Property Rehabilitation:** initial clean out, painting, landscaping, basic drywall installation, finishing work, and other related rehabilitation projects as assigned.
 - **Neighborhood Services:** other cleanup, construction and landscaping tasks as deemed necessary to stabilize property condition in neighborhoods
2. Work to ensure the five neighborhood stabilization activities are completed in a highly efficient manner.

Education Advancement:

1. Willingness to train and learn new skills related to construction, landscaping, property maintenance, and other related fields as necessary to complete work assignments. A minimum of 10% percent of time will be spent completing on-site and other necessary training to complete tasks assigned.
2. Willingness to participate in education advancement opportunities that are made available, such as Ohio ABLE or postsecondary courses as may be beneficial to completion of work assignments or further career objectives.
3. Demonstrate a solid work ethic, with a focus on quality results and efficient operations.

To apply, please complete an application in person at YNDC.

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Equal Opportunity Employer