

**PROGRAM PROGRESS REPORT
COVER SHEET**

1. **Grant Number: #03150-5247**
2. **Grantee Name and Address:** **Northeast Kingdom Community Action**
PO Box 346
Newport, VT 05855
3. **Telephone Number: 802-334-7316**
4. **Project Title: Youth In Transition Grant**
5. **Period of Performance: January 1st, 2010 thru June 30th, 2010**
6. **Approved Project Period: January 1st thru June 30th, 2010**
7. **Period Covered by Report: January 1st, 2010 thru June 30th 2010**
8. **Author's Name and Telephone number: Brooke Everton and Kathy Metras,
(802)334-7316**
9. **Date of report: September**
10. **Comments (if any):**

1. Major Activities and Accomplishments during this Period –

The ONE LIT Team through host agency NEKCA has posted the Youth in Transition Facilitator position in February of 2010. After the first round of Interviews the position was posted again, NEKCA was able to hire the Youth in Transition Facilitator; Starting May 3rd.

ONE Youth in Transition Facilitator attended the Youth Voice Movement Conference on May 7th, 2010, with 3 youth from the area. YIT facilitators also attended their first ONE LIT meeting, on May 11, 2010 to formally meet the LIT team members. At this time the YIT Facilitator is in the beginning stages of learning about the services in the area and getting comfortable in the NEKCA Teen Center. The YIT Facilitator is also attending trainings on the TIPS model and Street Outreach, along with attending the Working with Youth Conference at the end of May 2010.

2. Problems –

The hiring Process for the YIT Facilitator has taken longer then planned. This has pushed back original plans of being able to hire a Peer Outreach Worker during this reporting period.

3. Significant Findings and Events –

Please see attached resume for Brooke A Everton, newly hired Youth in Transition Facilitator as of April 30th, 2010.

4. Dissemination activities –

There were not any Dissemination activities at this time.

5. Other Activities –

There were no other activities carried out during this reporting period.

6. Activities Planned for Next Reporting Period –

NEKCA will be drafting the Peer Outreach Worker Position. NEKCA will be looking to hire a youth/young adult before the end of the next reporting period. YIT Facilitator will begin recruitment of young adults/youth to her caseload. YIT will begin to implement the Youth Advisory Board using the NEKCA Teen Center as its base.

Brooke A. Everton
PO BOX 1341
Lyndonville, VT 05851
(802) 274-4021
beverton113@hotmail.com

Qualifications

- Extremely well-organized, with careful attention to detail and the willingness to follow through to make sure jobs get done right
- Able to generate new possibilities – always thinking outside the box, enjoy identifying novel ideas
- Dedicated to students' success in reaching their own goals
- Highly motivated to learn and develop skills

Professional Experience

Public Relations

- Gave tours to possible/incoming students and their parents
- Talked with parents and students about college life
- Facilitated program days (accepted student day)
- Coordinated student panels
- Located phone numbers of incoming sports players for athletics department

Events Management

- Developed volunteer schedule for week-long fundraising event
- Cataloged alumni and new students
- Used Razors Edge- data entry, address corrections
- Distributed mailings to alumni
- Created flyers and mailings for all seniors and faculty/staff members
- Assembled booklets for several boards

Care Provider

- Provided transportation to and from school and community events
- Helped client develop skills in communicating emotions to others
- Assisted teenagers in being able to identify their issues of conflict, articulate their needs

Work History

Recreational Coordinator/Case Manager Adolescent Program, Valley Vista, Bradford (January 2009- Current)

Academic Support, Bellows Free Academy, St. Albans (August 2008 – January 2009)
Personal Caretaker, Private home, Lyndonville/Kirby (April 2007 – June 2008)
Office and Project Assistant, Lyndon State College Office of Institutional Advancement,
Lyndonville (September 2007 – May 2008)
Student Ambassador, Lyndon State College Admissions Office,
Lyndonville (September 2004- January 2009)

Education

Bachelors of Science in Human Services, 2008
Lyndon State College, Lyndonville, VT

References

Hannah Manley: Director of Alumni Services, Lyndon State College (802) 626-6433

Mary Cooper: Admissions Counselor and Marketing Specialist, Lyndon State College (802) 626-6416

Mary Etter: Coordinator of Disability Services, Lyndon State College (802) 626-6210