

# AmeriCorps Great Futures Program

## AmeriCorps Member Position Description 2019-2020



**AmeriCorps Member Position Title:** AmeriCorps Learning Coordinator

**Position Start and End Dates:** September 9, 2019 to August 7, 2019

**Days and Hours of Service:** Monday-Friday 4 hours per day (School Year), 6 hours per day (Summer)

**Required number of Hours per Week:** School Year- 22.5 hours, Summer Camp- 30 hours

### MEMBER POSITION SUMMARY

The AmeriCorps Great Futures Program aims to provide academic support to youth participants at the Boys & Girls Clubs of Philadelphia, bridging the gap between the resources available to the youth in Philadelphia's impoverished communities versus wealthier surrounding areas. In the neighborhoods Boys & Girls Clubs of Philadelphia serves, youth poverty rates average 53%, which puts our youth at risk for long-term consequences including academic, social and health issues. The public high schools in these neighborhoods have an average on-time graduation rate of 61%, and third grade reading proficiency scores are as low as 14%. Serving youth by providing necessary educational resources will help them stay in school and on track to high school graduation with the ultimate goal of reducing poverty in these communities.

The AmeriCorps Learning Coordinator will assist with the implementation of STEM, Literacy and High-Yield Learning programming with the goal of increasing youth academic performance and engagement. The AmeriCorps Learning Coordinator will also support the mission and vision of the Boys & Girls Clubs of Philadelphia by establishing positive relationships with Club members, fostering an academically-enriching Club environment, and engaging with community members and volunteers.

### ESSENTIAL FUNCTIONS (MAIN MEMBER ACTIVITY AREAS AND DUTIES)

#### Program Expansion/Enhancement

- Coordinating one of three components of the Project Learn program model: STEM, Literacy Enrichment, or High-Yield Learning.
- Planning and leading daily lessons and activities for Club members that contribute to BGCP's culture of learning.
- Establishing positive, trusting relationships with Club members by modeling positive adult-youth relationships and utilizing effective behavior management techniques.
- Collaborating with fellow AmeriCorps Members and Club staff to create an encouraging, academically-enriching environment for Club members of all ages.
- Gathering, recording and tracking relevant program data related to youth participation, attendance and outcomes and consistently monitoring youth progress towards goals.
- Complete program-related tasks such as general upkeep of program spaces, assisting with Club transition times, and maintaining positive and professional interactions with staff, Club members and their families, and Club visitors.
- Establishing connections with individuals and volunteers in the community and at the Club to enhance Boys & Girls Club programming and Club beautification.
- Participating in all required trainings and community service activities, including but not limited to Member Orientation, AmeriCorps citizenship training, and Boys & Girls Club content-specific and youth development trainings.
- Complying with all AmeriCorps and Boys & Girls Clubs of Philadelphia policies regarding conduct and expectations.
- Complying with Mandated Reporting policies and reporting any suspected Child Abuse or Neglect following the procedures mandated by the State of Pennsylvania.
- Representing AmeriCorps and Boys & Girls Clubs of Philadelphia in a manner that conveys professionalism, confidentiality, courtesy, fairness, personal integrity, and respect for others.
- Respecting confidentiality of Club members, families, staff and fellow AmeriCorps Members.

Outcomes

- **Program Implementation:** The AmeriCorps Learning Coordinator will improve the academic performance and attitudes toward learning of youth participants in the AmeriCorps Great Futures Program.

Outputs

- **Program Implementation:** At least 700 youth enrolled in the AmeriCorps Great Futures Program and 609 youth complete a full-year of programming.

**ACCESS TO VULNERABLE POPULATIONS**

- This position **does** have recurring access to vulnerable populations.

**QUALIFICATIONS**

- High School Diploma or equivalent
- Strong written and verbal communication skills
- Ability to work as a team player, respect and collaborate with others
- Strong organizational skills, including the tracking of program data
- Positive relationship-building skills and dedication to working with youth
- Ability to foster a positive, creative, and engaging learning environment for youth
- Ability to meet or exceed expectations and take initiative
- Professionalism and punctuality
- Conflict resolution skills
- Previous AmeriCorps or Boys & Girls Club experience is a plus

**TRAINING**

Prior to placement at the service site, all AmeriCorps Learning Coordinators will participate in two weeks of pre-service training. Topics to be covered include:

- History of AmeriCorps, AmeriCorps Rules & Regulations and an Introduction to National Service
- Overview of Boys & Girls Club programming, history, and culture
- Member rights, benefits and expectations
- Goals and expectations of the AmeriCorps Great Futures Program
- Education in Philadelphia and current issues facing our communities
- Training in one of 3 content areas: STEM programming, multisensory literacy techniques or high-yield learning activities
- Health & Safety and Emergency Preparedness
- Mandated Reporting
- Assessments and data collection
- Teambuilding
- Additional Youth Development topics

Additional training throughout the service year will include at minimum one monthly in-service day, a week-long spring training, and ongoing professional development and coaching from program staff and mentors. Topics will include additional youth development training, CPR & First Aid, career and professional development, and preparing for Life After AmeriCorps.

## PROHIBITED ACTIVITIES

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes;
- Assisting, promoting, or deterring union organizing;
- Impairing existing contracts for services or collective bargaining agreements;
- Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to –
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - An organization engaged in the religious activities described in this section, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as the Corporation may prohibit.

AmeriCorps Members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals may not wear the AmeriCorps logo while doing so.