



## Academic Success AmeriCorps Member

**WORKING HOURS:** Monday - Friday, 2-7 p.m., plus additional hours of planning and meetings totalling 900 hours through May.

**MAXIMUM LIVING ALLOWANCE:** \$8,100 (Paid out in a bi-weekly stipend)

**EDUCATIONAL ALLOWANCE:** \$3,097.50 (Awarded upon completion of 900 hours)

**DATES:** September 2020 - May 2021 (Flexible 9 Month Period)

**BASIC JOB FUNCTION:** The role of the Academic Success Coordinator is to increase academic success and engagement of youth. They will provide direct programs to children and youth, ages 5-18 years, in the after school or camp setting and implement daily activities including: tutoring, conflict resolution, health and safety, enrichment, recreation, clubs, etc. There are also opportunities to recruit and support additional volunteers at sites to build organizational capacity.

This position is funded by the AmeriCorps program of the Corporation for National & Community Service, a government agency that engages more than five million Americans in service through national service initiatives. Upon completion of a 900 hours requirement, you will receive an Education Award. Additional benefits include: bi-weekly stipend, training, and student loan deferment. More information about the AmeriCorps program can be found here: <http://www.indianabgc.org/ameriCorps>

### SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

### ESSENTIAL JOB FUNCTIONS:

1. Assist with tracking and submitting all Indiana Kids reports for billing and to monitor program growth and effectiveness.
2. Develop and implement daily programs for all members.
3. Create lesson plans and work with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
4. Utilize the five (5) elements of positive youth development: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
5. Manage program space which includes leading volunteers/interns in administration of programmatic best practices.
6. Build positive relationships with youth, parents, schools, and community.
7. Document disciplinary actions, physical injuries and incidents in the program and report to professional staff.
8. Track daily attendance and program outcomes, prepare data for reporting purposes when necessary.
9. Mandatory cleaning, set up and closing down of the program area on a daily basis.
10. Participate in training and staff development activities.
11. Assume other programmatic and administrative duties as assigned.
12. Reports to the Program Director.

**If interested in applying or if you have questions, contact Tabitha Cassani, Unit Director, at [tcassani@bgcbloomington.org](mailto:tcassani@bgcbloomington.org).**