



## TRUE NORTH AMERICORPS MEMBER POSITION DESCRIPTION

**Position Title:** Afterschool Enrichment Specialist

**Program Office:** 28 East Village View Dr., Duluth, MN 55805

**Service Location(s):** Varies. Sites throughout Duluth and St. Louis, Lake, and Cook Counties

**Service START Date:** August 24, 2017 (Tentative!)

**Service END Date:** August 15, 2018

**Hours of Service:** Varies. 7AM – 8PM, M – F (Final schedule is determined by site)

### POSITION SUMMARY

Improve student engagement through afterschool enrichment activities such as homework time and academic clubs. Increase the number of significant, caring adult relationships experienced by youth participants.

### ESSENTIAL FUNCTIONS

- Coordinate and deliver afterschool and summer academic enrichment activities
- Work one-on-one or in small groups to improve students' engagement
- Track student participation and monitor growth and development
- Facilitate a youth-led service learning project during Global Youth Service Day in April
- Recruit, screen, and train volunteers to increase program capacity to serve youth
- Document volunteer impacts and hours
- Assist supervisor(s) to keep program records and evaluate program outcomes, making changes as needed based on evaluation data
- Attend all True North required trainings and submit reporting data by program deadlines

### QUALIFICATIONS

#### *Required*

- Must be at least 18 years old at the start of the service term
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Verify that his/she has high school diploma or GED equivalent
- *Please note:* final candidates will be required to successfully pass a FBI background check before being officially enrolled in AmeriCorps by True North AmeriCorps

### *Required*

- Volunteer experience or desire to develop a strong ethic of service
- Experience working with youth and youth programs
- Strong written and oral communication skills
- Possess basic computer skills
- Self-motivated, able to work independently without daily supervision and take initiative
- Able to present oneself in a highly professional manner and represent True North and National Service

### *Preferred*

- 2- or 4-year degree in youth development, education, human services, or related field
- Demonstrate awareness and acceptance of cultural differences
- Knowledge/understanding of the impact of class and race on behavior, attitudes, and values
- Experience working collaboratively with youth and adults
- Initiative to plan and follow through with projects/programs
- Able to work independently without much direction as well as on teams

### **TYPICAL WORK ENVIRONMENT**

- Noisy with many youth demanding attention in a classroom or large program space
- Work setting may include a combination of inside computer / planning work in a shared office or cubicle and outside program facilitation in all weather conditions

### **NON-DISCRIMINATION AND EQUAL OPPORTUNITY**

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