

# 2023-2024 AmeriCorps Member Position Description



**Partner Organization Name:** Boys and Girls Clubs of Acadiana

**Corps Member Position Title:** Program Specialist

**Supervisor:** Tamara Anthony

**Days/Hours of Service:** M-F 10-6 with some flexibility

**Physical Location:** 1405 W Pinhook, Suite 200, Lafayette, La 70503

---

## **Organization Mission and/or Goals:**

To empower all young people, especially those who need us most, to reach their full potential to become caring, productive, responsible citizens.

## **Program Mission and/ or Goals:**

Empower youth through strong, evidence based programming by ensuring properly trained staff. Additionally, the Program Specialist will support the growth and sustainability of BGCA Programs. The position will initiate, facilitate, and maintain strategies aligned with the organization's goals.

## **Member Position Summary:**

Under the direction of the Director of Operations, and in accordance to the mission, vision, and values of Boys & Girls Clubs of Acadiana, the Program Specialist will support the growth and sustainability of BGCA Programs. The position will initiate, facilitate, and maintain strategies aligned with the organization's goals. The Program Specialist will focus on Club programs in 3 impact areas; Academic Success, Healthy Lifestyles and Habits, and Good Character and Citizenship, but not exclude other programming specific to each individual Club. The position will work closely with Club Directors and Program Leads to provide guidance and support to help improve outcomes in Club youth.

## **Member Impact**

While safety is our first priority within our clubs quality programs is a close second. Programming is what moves the needle on important metrics like grade progression, social

skills enhancement, and increased civic mindedness and activity. This position will help elevate our programming across the organization as this is the first time we will have a position like this.

### **Essential Functions of Position:**

#### *Roles and Responsibilities*

- Ensure delivery of fun and age appropriate programming daily for youth (ages 6-18); assist Program Leads in preparing and following a day-to-day program schedule based on the needs of Club members; build out expectations for conducting programming during all program hours.
- Provide leadership in curriculum and planning as well as the formation of goals, objectives, and program standards.
- Work with Program Leads to train staff to conduct BGCA programs.
- Continually evaluate the effectiveness of all programming, utilizing current assessment tools.
- In collaboration with the Recruitment and Engagement Manager recognize and coordinate volunteers and partnerships to help meet needs of members.
- Analyze members' program participation to determine interest and effectiveness of programs.
- Participate in weekly Director meetings, sharing educational ideas and activities. Keep Clubs updated and informed on numbers and goals.
- Lead program team meetings and sit on Program and Operations committee. Supervision
- Oversee effective performance by all program staff and volunteers to ensure coordination of programming and integration of the programs.
- Train interns and volunteers to ensure proper delivery of the programs.
- Provide ongoing feedback and regular appraisal to program staff and volunteers, ensuring adherence to Club policies.
- Serve as acting Program Lead in their absence. Youth Program Quality Intervention (YPQI)
- Maintains a focus on Program Quality to ensure youth-centered, safe, and effective programming and a high quality Club Experience while maintaining staff satisfaction and efficiency.
- Leads and/or participates in quality improvement initiatives, including assessments, measurement and data collection, team meetings, and improvement planning and execution.
- Creates a supportive environment that allows for feedback and input from staff and members as well as managers and other Club Directors in service of continuous quality improvement.
- Effectively communicates throughout the organization with teams, managers, and other Unit Directors to surface quality improvement opportunities and to share learnings and insights.
- Manages timely data collection processes for progress and outcome data to monitor progress towards goals. Collaboration

- Assist Club Director in maintaining effective working relationships with feeder schools to make the linkage between school day and afterschool.
- Work with Club Director with establishing and maintaining Average Daily Attendance goals and developing community partnerships to enhance programming and community awareness.
- Provide guidance and oversight to ensure correct youth/staff ratios and that a good range and variety of quality programs are provided to members of all ages. • Support to Program Leads to foster fun, engaging, and quality programs.
- Conduct a needs assessment with Program Leads and develop wish lists for supplies and volunteers.
- Coordinate and or support special programs and/or events directly related to programs.
- Participate in on-going training to foster personal and professional growth and development.

### **Skills, knowledge and trainings the corps member should expect to gain from this position**

As a team member at BGCA corps members will be invited to participate in many trainings throughout the year to further develop them professionally and within the organization. As we will soon be in 8 parishes, the corps will have ample opportunity to expand their network locally and regionally through partnerships made within their position.

### **Ideal Candidate Qualifications**

- Strong verbal and written communication skills
- Strong time management and project prioritization skills
- Ability to work effectively with technology
- Experience in providing programs for youth
- Ability to establish and maintain effective working relationships with feeder schools
- Ability to effectively handle the discipline of Club members

Bachelor's degree preferred

\* Driver's license and vehicle are required as this person will travel to clubs as part of their job function