



AmeriCorps Member Position Description



Member Position / Title: Program Development Coordinator

Member Immediate Supervisor: Chai Reynolds **Days / Hours of Service:** Varies depending on programming

Member Immediate Supervisor Title: Assistant Director of Development & Volunteer Coordinator

Partner Organization Name: Covenant House New Orleans

Website: www.covenanthouse.org

Organization/Agency Mission and/or Goals: For 30 years, Covenant House has served homeless and highly at-risk youth (ages 16-22) and their children in the New Orleans area, helping more than 30,000 kids leave the streets, achieve stability, and either reunite with family or build the skills and resources needed for independent living. We offer food, clothing, shelter, medical assistance, job training, case management, and counseling to youth and families. There is no other 24/7 comprehensive residential care option for the young people we serve. Our goal is to move our youth and young families out of hopelessness and toward brighter futures.

Program Mission and/or Goals: Our corps member will help develop and expand our wellness programming that builds off of the individual and group counseling our LCSWs offer to at-risk youth in our 24/7 Crisis Center. Through wellness activities, our residents will learn coping mechanisms to combat anxiety, stress, and past violent behavior related to their histories of trauma.

Community Need: Covenant House serves the most vulnerable residents of our community. Sadly, most of them have experienced physical/sexual abuse (90% of our youth), chronic homelessness, addictions (40% serious/chronic), human trafficking and sexual labor (25%), and other violent life experiences. Tulane Medical School estimates that 85% of our residents suffer from Post-Traumatic Stress Disorder (PTSD) or some form of profound trauma. The vast majority left or were thrown out of abusive and neglectful homes. Many run away or age out of foster care (30% of our youth) and/or are released from detention or jail (40% of males). They are typically unskilled, unemployed, and uneducated, without high school diplomas or a HiSet (GED). **All of our youth** are below the federal poverty line and **all are eligible for SNAP assistance**. Approximately 81% are African American, 17% Caucasian, and 2% Hispanic.

We believe that Serve Louisiana's focus on capacity building and healthy communities aligns perfectly with our plans for developing our wellness programming. Given that **85%** of the youth we care for have experienced severe trauma or PTSD, they often need extra support to help them heal. Trauma-informed wellness practices (such as yoga, art, music, etc.) have been shown to help alleviate the effects of trauma and facilitate our residents' recovery from substance use disorders. Achieving greater emotional stability and building a foundation of wellness is crucial to transitioning from and preventing future homelessness.

The focus on capacity building makes a Serve Louisiana corps member an ideal fit for helping Covenant House create a robust wellness program. This corps member will put structures into place that will benefit our residents long after the corps member is gone. Through their service, the corps member will develop strong relationships with community partners and individuals, building both a professional network for their future and partnerships for Covenant House that we can continue to cultivate. The corps member

will coordinate with staff members across departments to incorporate wellness programming into the schedule in a sustainable way. Ideally, at the end of the corps member's service, they will have grown the wellness program and created the structures to run efficiently as a function of our current volunteer program.

Member Position Summary: *"Program Development Coordinator: Corps member(s) may develop guidelines, curriculum, timelines, policies and procedures and tracking systems etc. to pilot a new or fledgling program within the organization. The member may also test what they have developed and assess effectiveness. They may offer recommendations for improvement of the program. The intention of this role is to design a program which provides long-term, on-going service, not an episodic project or event. All corps members will evaluate their capacity building activities quarterly and will develop strategies to further improve their effectiveness."*

In his/her role as Program Development Coordinator, the corps member will work with our existing community partners and establish relationships with new partners in order to expand the health and wellness activities implemented by our current corps member.

Our current corps member has been able to introduce daily wellness programs, including music classes, yoga lessons, field trips, and a youth leadership council. Upon completion of her term, we are requesting a new corps member to maintain relationships, and build new ones, with the organizations providing these services. Further, the corps member will be responsible for tracking program progress; this will include logging resident attendance to and satisfaction with the programs. In order to effectively track data and improve programs, the corps member must establish a healthy relationship with our residents, building trust and understanding.

The corps member will also assist our Volunteer Coordinator with volunteer outreach and orientation. Before a volunteer group begins service, they will be given a tour of our facilities by the corps member. This requires considerable knowledge of our programs and our youth. The corps member is responsible for meeting with our LCSWs regularly in order to learn more about our mission and work.

A successful corps member will familiarize himself/herself with programs introduced by our current corps member and begin working on enhancing and expanding the daily wellness activities we are able to offer to our residents. The corps member will create a template calendar of daily wellness activities for us to continue using in the future. The corps member will have access to our Efforts to Outcomes (ETO) database for tracking program success. If the corps member recognizes a need for program improvement, he/she will be encouraged to take initiative and make necessary corrections.

We hope that the corps member will strengthen our relationships with our community partners adequately enough for these programs to function without constant supervision once the corps member fulfills his/her term. This position offers the corps member the unique opportunity to leave a sustainable positive impact on both program efficiency and the youth themselves.

Member Impact: The Wellness and Volunteer Events Coordinator will play a vital role in expanding our wellness program to two events or courses per day/night. Currently, we average one event per day/night, but we hope with a dedicated corps member we can extend that to at least 10 events per week permanently on the schedule. Within three months, the corps member will assess our current schedule, determine what kind of wellness events we could add, and organize community volunteers willing to lead the new courses. In the first six months, the corps member will spend more time reaching out to potential community volunteers and establishing partnerships. Beyond the Wellness program, the

corps member will also assist in coordinating large group volunteer events. Often, we have groups who are interested in volunteering provide a meal for our residents. In our current capacity, we work with groups that approach us first (on average one per week), but in the long-term, we could focus more on reaching out to groups to have every dinner covered.

The member's service will help free up our direct care staff, allowing them to devote more time to meeting with residents. By taking over the logistics and coordination of our wellness calendar, the corps member will help Covenant House achieve our goal of addressing the whole health needs of our residents. The member's service will provide critical support to our staff's ability to help our young people heal.

Expanding and enhancing our wellness programming to every day will have long-term benefits on the emotional well-being of our residents. This will enable our residents to progress through our programs more quickly and effectively, so that they are able to successfully live independently. This will reduce the number of homeless youth who return to the streets, while increasing the number of young people that we can assist at Covenant House. Wellness is truly the foundation for our young people's success, ensuring they have the internal resources to draw on when they face future life hardships. Through healthy wellness practices, they will be more equipped to overcome adversity and continue to heal and thrive.

Essential Functions of Position:

- Develop wellness programming and related events for Covenant House residents that are integrated across all programs
- Coordinate regularly with Community Wellness staff to ensure that all programming is gender inclusive, trauma-informed, and anti-racist
- Monitor programming and develop a system to assess effectiveness
- Through community outreach, establish relationships with potential partners who can provide programming or volunteer in some other capacity
- Assist with coordination of volunteers and groups as they relate to wellness and volunteer events
- Assist in producing electronic and print materials as they relate to wellness and volunteer events
- Assist in social media postings as they relate to wellness and volunteer events and cultivation
- Assist in organizing and implementation of staff wellness promotion and programming

Required Knowledge, Skills, and Abilities:

- Ability to establish and maintain effective positive relationships with youth, staff, management and outside partners
- Excellent oral and written communication skills; ability to communicate effectively with all levels of staff
- Ability to organize effectively; to adapt to changing conditions
- Knowledge of Microsoft Word, Excel & PowerPoint

Required Academic and Experience Qualifications: Experience with at-risk youth and/or education in wellness programming and promotion is preferred.

- Corps member candidates will undergo a federal and state background check and are checked against the National Sex Offender Registry. The AmeriCorps and Serve Louisiana guidelines dictate that a candidate can be disqualified for the following reasons:
 - Murder conviction
 - They are registered on the sex offender registry
 - They provide a false statement in response to inquiry about criminal history (application or interview)
 - They refuse to undergo the background check

Please indicate here if your organization has any other restrictions or requirements that would deem a candidate not eligible to serve with your organization. Otherwise, please check this box:

- Our organization does not have any additional disqualifiers to become an AmeriCorps member.

Agreement Page

Please print this page and obtain the appropriate signature. We will require this document with an original signature to complete your application packet.

Read Before Signing:

Submission of this application does not guarantee that Serve Louisiana will provide corps members to your organization, nor does it compel your organization to accept any such corps members. If corps members are placed with your agency, your agency will be responsible for the supervision of the corps members, the development and implementation of service projects, and the effective evaluation of those projects. Corps members may not perform tasks that have been done by paid employees or a volunteer within the last twelve months. If a corps member placed at your organization withdraws or is released from service, the Serve Louisiana does not guarantee a replacement and will not refund any portion of the cash match. If your organization is accepted as a host agency, your organization agrees to collaborate with the Serve Louisiana to meet all project evaluation objectives as stated by the Serve Louisiana . Your organization must fulfill all requirements of the application process prior to being awarded corps members including the orientation seminar. Non-compliance with the mandated guidelines for Partner Organizations as described in the Program Handbook may result in loss of corps member's placement. Serve Louisiana reserves the right to call upon the immediate services of the corps members during times of national or local emergency. The organization signing below understands all the above-mentioned facts.

Signature of authorized representative (original signature required)

Title

Date

Name of Organization