

# 2022-2023 AmeriCorps Member Position Description



**Partner Organization Name:** Front Yard Bikes

**Corps Member Position Title:** Data Coordinator

**Supervisor:** Dustin LaFont

**Days/Hours of Service:** M-F 10am-6pm (occasional weekends)

**Physical Location:** 700 Terrace St Baton Rouge La 70802

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

Front Yard Bikes is a community bike shop and youth workforce development program that focuses on teaching participants of all ages how to fix and maintain bikes, urban gardening, cooking, and welding. We offer youth in the community a safe, free after-school program. They are taught responsibility and become peer leaders as they are faced with ethical and moral questions in their day-to-day lives. Our program's heart is motivated by compassion for kids from low-income families willing to work for what they can earn.

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

Manage data input such as: student attendance, bikes earned, nutrition counter, and help FYB assess their current capacity to leverage the numbers to build capacity. Create monthly data reports that reflect all program participants at Terrace st, Gardere, and Mid City. Curate positive interactions with all volunteers, students, and community members that come to the program

## **Member Position Summary:**

The Data Coordinator will serve youth in low-income, high-risk neighborhoods by overseeing the data management of students enrolled in programs across all sites. The new systems functions to establish attendance and markers that can help to assess FYB areas of needs. The data system would include functions that help build programs' efficiencies, develop targeted marketing materials, and organize the information to spread the word about the mentor

program. This data and the data systems created will drive positive outcomes, increase service opportunities, increase the organization's capacity, and identify student needs.

**Essential Functions of Position:**

Research the current hour log process at FYB by observation and investigation and comparing them to best systems and practices for hour logging.  
Evolve the current data system to allow the students, volunteers, interns, and employees to enter participation hours.  
Adapt the current systems to make data efficient daily hour logging for all programs conducted at FYB

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

The DC will gain data input and management skills along with interpreting data to build capacity. The DC will also learn how to manage a team and lead activities with youth.

**Ideal Candidate Qualifications**

Be able to work in a team atmosphere. Be able to work independently with little supervision  
Check-in weekly with supervisor Data reporting and tracking Working knowledge of biking laws in Louisiana (or have the willingness to be informed) Be able to participate in weekly bike rides.

**Required Transportation Requirements (ex: own vehicle or able bike to site)**

Responsible for own transportation