

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: STEM Library Lab

Corps Member Position Title: Free Store Coordinator

Supervisor: Jestin Moorehead

Days/Hours of Service: M-F 10-6

Physical Location: 3011 N I 10 Service Rd E, Metairie, LA 70002

Organization Mission and/or Goals:

STEM Library Lab fosters high-quality active learning by providing teachers with access to equipment, programs, experiences and STEM instructional support to drive student success.

Program Mission and/ or Goals:

The Free-Store Coordinator will be responsible for coordinating the operations of SLL's Free-Store, Teacher's Lounge, and Copy/Print Center.

Member Position Summary:

The FSC will be responsible for overseeing volunteers and interns in TFS. They will refine the system that has been established to track incoming and outgoing materials. Their goals will center around the amount of donations, volunteers and partners for TFS

Essential Functions of Position:

- Stocking the Free-Store and Copy/Print Center with the supplies to make them effective resources
- Overseeing volunteers and interns to maintain and staff the Free-Store
- Communicating with teachers electronically and on-site to ensure they have the support needed to actively benefit from the Free-Store and Copy/Print Center (with SLL's Outreach Coordinator)
- Communicating with in-kind donors to intake new materials to the Free-Store
- Creating systems to track incoming/outgoing materials

Member Impact

The Teacher Free Store provides materials to teachers that they would otherwise have to purchase with their own money. The duties of the FSC will help us identify the critical items needed by teachers and streamline the process to get those materials into teachers hands. We anticipate more teachers utilizing TFS and in turn being introduced to the other programs offered by STEM Library Lab.

What skills, knowledge and trainings should the corps members expect to gain from this position?

The corps member will become skilled in: volunteer management, oversight and training; logistics coordination/management; volunteer outreach with businesses, schools and non-profits; coordinate with social media and outreach coordinate and create social media posts; develop policies and procedures; develop and manage a tracking system for materials; evaluation of tracking system and processes.

Ideal Candidate Qualifications

- Strong passion for STEM Library Lab's educational equity mission; SLL is an Equal Opportunity Employer
- Ability to work with diverse sets of educators, students, and community stakeholders;
- Desire to work in a small, startup environment that will require self-motivation and flexibility;
- Strong oral/written communication and interpersonal skills, including ability to maintain effective and professional work relationships;
- Attention to detail is a must for this position.
- Strong management and organizational skills, in particular time management and multi-tasking;
- Reliable transportation to and from site