

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: STEM Library Lab

Corps Member Position Title: Service Learning Coordinator

Supervisor: Maria Landrum

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:

Service Learning gives students the opportunity to meet community needs through hands-on experiences that tie classroom curriculum to service.

Member Position Summary:

The Service Learning Coordinator will be responsible for assisting the Service Learning Manager with promoting the Service Learning Program (SLP), conducting trainings, compiling applications and reports received from teachers. They will provide assistance to applicants throughout all aspects of the process from application to reporting and schedule and host SL trainings and SL professional development workshops with schools and other stakeholders.

Essential Functions of Position:

- Assist with maintaining an up-to-date Service Learning page on the website
- Assist with coordinating and executing of the annual SL Event
- Work with the SL Manager to coordinate and maintain application cycle calendar and site visit schedules
- Provide assistance to applicants throughout all aspects of the process from application to reporting
- Assist with SL marketing, including promoting SL at outreach events and maintaining an inventory of SL promotional items.

- Schedule and host SL trainings and SL professional development workshops with schools and other stakeholders
- Provide administration for the application process throughout all stages including receiving, assessing, tracking, and payment/check requests.
- Maintain an accurate and timely database of non-profits, schools and other stakeholders
- Ensure that protocols and communications are executed properly; for example, the use of change forms to record any significant changes to service learning plans

Member Impact

Through the work of the SLC we anticipate that more teachers will learn about the Service Learning program and apply to participate in the program. This will impact both the students and partnering non-profit organizations. More Ready-to-Go Projects will also be available to teachers because of the work of the SLC.

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

- How to coordinate with social media and outreach coordinator to create social media posts;
- How to create “Ready-to-Go” service projects
- How to coordinate with teachers and assist them in all stages of their Service Learning Grant
- How to design informational materials and packets for teachers
- How to plan and manage outreach events
- How to direct outreach to teachers and non-profits
- How to create “surveys” to capture feedback of service learning projects

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;
- Proficiency in Google and Microsoft Office Suite, especially Word and Excel;
- Driver’s license and clean driving record is preferred;
- Ability to work 10:00am-6pm Monday-Thursday and a flexible 8-hour schedule on Fridays, with occasional duties on weekends as events require.