



# AmeriCorps Member Position Description



**Member Position / Title:** *Program Development Coordinator*

**Member Immediate Supervisor:** *Kathryn Robinson*

**Name: Days / Hours of Service:** *Monday - Friday from 9:30-6pm (30 minute lunch)*

**Partner Organization Name:** *Urban Restoration Enhancement Corporation (UREC)  
7732 Goodwood Boulevard, Suite 204, Baton Rouge, LA 70806*

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

Urban Restoration Enhancement Corporation (UREC) is a non-profit community development organization that serves the Greater Baton Rouge Area with the purpose of Building Today’s Communities for Tomorrow. UREC realizes this purpose by fulfilling its mission—“Transforming communities by investing in people and restoring neighborhoods.” We fulfill our mission by sponsoring innovative community development projects in the areas of:

1. Affordable Housing:
  - Community housing development organization
  - Multi-family property management services
  - Housing and Credit Counseling Agency
  - Nonprofit Consulting Services for Affordable Housing Development
  
2. Human Development:
  - After-school and summer enrichment programs for students in grades K-12
  
3. Community Engagement:
  - Advocacy and community engagement initiatives
  - Educational workshops

### Member Position Summary:

The Program Development Coordinator for our youth programs will focus the majority of their support on the continued redesign efforts of the College and Career Ready Initiative for high-schoolers with minimal supports also being provided to our Whiz Kids elementary programming. Due to COVID-19 disruptions, we anticipate the need to alter the delivery of programming from in-person to online, and possibly the content of programming. If these changes are necessary, the Serve Louisiana member would be integral to this work. If these changes are not needed, then the

Serve Louisiana member will focus their efforts on supporting the College and Career Ready initiative through refinements to the Pre-Law Institute, piloting the Certified Nursing Assisting Institute, and supporting the Ignite Entrepreneurship and College Admissions/ACT Prep Institutes. Support for the elementary-based Whiz Kids programming will be on an as needed basis. Finally, this position will also help with building out UREC youth program's volunteer coordination efforts.

**Member Impact:**

The Americorps Member will be instrumental to the redesign and development of the programs and their effective implementation. The measurable goals will be based upon meeting our student recruitment and attendance numbers of students served by these programs as well as the students achieving institute-specific goals (e.g., Pre-Law - earning ABA Civic & Law Honor Roll nomination, increased post-test scores; CNA - earning CNA license & CPR certification; Ignite - increased ACT post-test scores, internship completion).

We are currently prepared to service between 30-45 students through our high school institute programs for the upcoming year. Of these students, we expect to see at least 80% of the students achieve their institute-specific goals.

The corps member will also be instrumental in creating a program around the cultivation and maintenance of our volunteers/community partners/guest speakers where we have extremely limited capacity.

**Essential Functions of Position:**

1. Use data from the piloting of programming to support the refinement of guidelines, curriculum, timelines, policies and procedures and tracking systems, etc. in order to implement high school afterschool institutes
2. Support student recruitment efforts for the programs and the creation of corresponding recruitment materials and collateral
3. Support the cultivation of relationships with potential community partners/volunteers/guest speakers and maintain existing ones
  - recruit and manage volunteers
  - create volunteer position descriptions
  - create volunteer training curriculum
  - train volunteers
  - set up (design, implement) systems to track and manage volunteers and volunteer hours
  - supervise and communicate timely with volunteers
  - organize reward celebrations of volunteers
4. Provide day-to-day program operations for the high school afterschool institutes
  - ensure safe arrival/dismissal of and overall learning environment for students
  - ensure materials/supplies/room necessary for program are ready and available
  - ensure documentation for student and staff sign in/sign out is recorded and submitted

- work collaboratively with all site personnel to address day to day situations that come up and inform supervisor of any problems
5. Support the evaluation of the pilot programs' effectiveness (e.g., surveys, focus groups, advisory board) and identify areas for improvement
  6. Support elementary Whiz Kids programming on an as needed basis

**Required Knowledge, Skills, and Abilities**

Knowledge of curriculum development

- Strong communication and presentation skills, both written and verbal
- Strong interpersonal skills with demonstrated ability to work well with youth and adults
- Demonstrated problem solving skills
- Excellent organizational and record-keeping skills
- Good general computer skills including databases, Office 365 Suite, and videoconferencing platforms
- Valid driver license

**Required Academic and Experience Qualifications:**

Americorps Member should have a college degree or attended some college, and s/he should have a high school diploma or GED. Previous experiences with service, tutoring, mentoring or leadership strengthens candidacy.

**Required Transportation Needs:**

Americorps Member will need the use of a private vehicle in order to travel to and from the afterschool sites(s) they will support in the afternoons. Because of: 1) the distance to our afterschool sites, 2) materials and supplies that sometimes need to be transported, and 3) the specificity of the timeframe when the Americorps Member will be needed, we do not feel as though use of a bike or public transportation would be suitable for this position.