

# 2024-2025 AmeriCorps Member Position Description



**Partner Organization Name:** The Walls Project

**Corps Member Position Title:** Afterschool and Workforce Support Coordinator

**Supervisor:** Morgan Udoh

**Days/Hours of Service:** M-F 11am-7pm with occasional Saturdays which can be flexed off

**Physical Location:** 458 America St, Baton Rouge, LA 70802

---

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

The Walls Project leads programs, events, and alliances that work to break through and tear down the societal walls that discourage or prevent people from living safe, healthy, and prosperous lives.

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

The Walls Project is piloting an afterschool and workforce program, titled “Culture Club” at two high schools in the North Baton Rouge Area, Capitol High and Scotlandville Magnet High. The program offers two dynamic opportunities, (1) for teens to experience a safe and culturally relevant “third space” on their high school campus, and (2) creative and placemaking workforce opportunities servicing youth and adults.

## **Member Position Summary:**

This position is responsible for building the recruitment, structure, and administration of the pilot afterschool and workforce program.

### **Outreach Coordinator:**

- Engaging with students during school hours for recruitment and retention (tabling at school events, assisting in school-time activities related to the program)
- 2 school sites (Capitol High School and Scotlandville Magnet High School)
- 3-4 events during each semester
- 15-20 students attending the afterschool program per site
- Coordinating with students and families (sending reminders, checking attendance)
- Weekly check-ins
- Coordinating with School Admin Weekly
- Calendar/ Early dismissal/SGA/Athletic event updates to problem solve recruitment opportunities and attendance constraints (PD/Early dismissal days)
- Organizing enticing incentives and hospitality for program participants

### **Weekly Program Design and Evaluation Coordinator**

- Develop the PBIS (Positive Behavior Incentives) projects for high school students to reward them for engaging positively in their school spaces. Examples include mini-concerts, water days, field days, food fairs, etc. 3-4 times a semester.
- Develop the semester's schedule of workshops, student activities, placemaking projects, etc. as directed by the program's senior coordinator. (1) per (2) school sites per (3) semesters
- Host a session of activities at 1 site per week
- Support the afterschool/workforce projects by helping coordinate workshops with the program coordinators (set up/breakdown, check-in, pre/post-event surveys, etc.)
- Support the creative workforce projects through site management with the resident artist. Includes building a system to track project timelines, process purchase receipts timely, track and manage supplies, and provide project updates for the senior program coordinator.

### **Member Impact**

The measurable short-term goals for the member would be around recruitment and retention numbers of the afterschool students and the workforce workshop participants. Long-term would be the responses tracked in the pre and post-surveys, the structure-informed documentation built, and attendance tracking. Additionally, the numbers produced in workforce projects project management tracking, product tracking, and project communication.

### **Ideal Candidate Qualifications**

Google Suite (Docs, Sheets, Slides), project management, time management, youth engagement. Education background preferred, but not required

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

Own vehicle