



## AmeriCorps Member Position Description



**Member Position / Title:** Volunteer and Community Action Coordinator

**Member Immediate Supervisor:** Richard Bates

**Days / Hours of Service:** Monday-Friday, 8am-4pm. Occasional weeknight and weekend events will be required.

**Service Locations:**

**Young Audiences Charter School at Burmaster (6-11<sup>th</sup> Grade Campus) – PRIMARY LOCATION**

1000 Burmaster Street  
Gretna, LA 70053

Young Audiences Charter School at Kate Middleton (2-5<sup>th</sup> Grade Campus)  
1407 Virgil Street  
Gretna, LA 70053

Young Audiences Charter School (Pre-K – 1<sup>st</sup> Grade Campus)  
3400 6<sup>th</sup> Street  
Harvey, LA 70058

Young Audiences Charter School at Lawrence D. Crocker  
2301 Marengo Street  
New Orleans, LA 70115

Young Audiences of Louisiana  
3900 General Taylor Street, STE 201  
New Orleans, LA 70125

**Member Immediate Supervisor Title:** Associate Director

**Partner Organization Name:** Young Audiences Charter Association

**Website:** [www.ya4la.org](http://www.ya4la.org)

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

Although the Grantee Agency for this position is Young Audiences of Louisiana (YALA) and supervision will be provided by YALA, the Volunteer and Community Building Coordinator will serve primarily at the Young Audiences Charter School (YACS) campuses. The Member will be stationed in the YALA offices during school breaks. The mission and goals of Young Audiences Charter School are as follows:

Established by YALA in 2013 on the previous site of Kate Middleton Elementary School in Gretna, YACS offers the highest levels of instructional quality, both during and afterschool, founded in the core belief in “Academic Excellence with an Artistic Edge.” YACS is a Type 1 public charter school that provides free enrollment for students living in Jefferson Parish, with plans to expand one grade level each academic year through 12<sup>th</sup> grade. YACS is excited to open our first Orleans Parish campus in Fall 2021. YACS’s mission is “to educate the whole child through arts integration and equip our creative learners to flourish as leaders in life and learning.” YACS students are instilled with the core values of teamwork, discipline, creativity, and passion with an

emphasis on critical thinking and appreciation of others' talents. YACS's Jefferson Parish Pre-K-11<sup>th</sup> (2021-22 school year) program is currently the only fully arts-integrated elementary/middle school in the GNO area.

YACS was founded with the goal to provide an arts-based education that naturally engages children's innate creativity, providing meaning and depth to core content learning. All school practices and policies are rooted in the mandates that YACS will (1) provide a safe, supportive, and challenging environment that encourages students to maximize their learning; (2) embrace and value development of the whole child; (3) prepare students to be global learners and leaders; (4) provide students with opportunities to express understanding of a specific topic and to develop artistic habits of mind spanning academic disciplines; (5) use technology to engage and prepare students to be successful in the 21<sup>st</sup> century; and (6) foster life-long learners. YACS provides a quality education using a curriculum model that goes beyond "teaching to the test" to educate the whole child.

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

YACS is currently in an exciting period of growth with yearly grade level expansion (adding grade 11 in 2021-22) and the completion of construction on our new middle and high school campus that opened in August 2020. As our school grows, so does the need to engage families in support of school activities and as active participants in their children's academic and creative growth. Volunteers are needed to assist with basic functions of school operations, special events, beautification days, etc., as well as to bring professional expertise to classrooms and afterschool programs as guest speakers. While YACS' AmeriCorps member will be working to increase volunteerism and community engagement, their role as an organizational ambassador, awareness-builder, and partnership cultivator will have positive impacts across all of YACS' initiatives. As such, the mission of our AmeriCorps program is to: "increase volunteer engagement, centralize management of community events and partnerships, organize the Parent Community Organization, and increase institutional awareness in the Greater New Orleans community in order best meet the needs of our students and families." AmeriCorps program goals align directly with YACS's current institutional goals as outlined in the Organization Goals section. Goals specific to the Volunteer and Community Action Coordinator position are as follows (1) formalize the structure/responsibilities and increase volunteer membership in YACS's Parent Community Organization; (2) document student life for school culture, promotion, fundraising, and recruitment; (3) cultivate new volunteer relationships in the community to accomplish school needs and goals; (4) centralize organization of community event planning by having a dedicated position to manage school cultural, educational, and community events; and (5) assist with communications related to volunteerism and community events.

#### **Community Need:**

The YACS student body is diverse blend of Jefferson Parish families (53% African American; 29% Caucasian; 10% Hispanic; 2% Native American; 2% Asian; 4% other) – this diversity also is also reflected in the administration and faculty. YACS is a member of the Jefferson Parish Public School System (JPPSS). At YACS, 89% of the 1,450 students qualify for free or reduced lunch. Eighteen percent of YACS students learn under the direction of an Individualized Education Plan (IEP) or 504 Plan to accommodate learning differences, social/emotional challenges, and other exceptionalities. YACS serves students from a broad area of the Westbank, however, most of YACS's students reside within five miles of the Kate Middleton campus.

YACS differentiates itself from other local charter schools because it provides a rigorous academic curriculum while placing equal value on exposure to and skill development in the arts. Believing that all students regardless of means or ability can excel under the arts-focused model, YACS is open enrollment and does not require prospective students to take an entrance exam.

Like many schools on tight budgets, YACS has had to make difficult choices in the number of non-teacher support positions it can afford. While YACS's Parent Community Organization is growing, they do not have a dedicated point person on staff to organize meetings, recruit participants, steward volunteers, organize PCO events, etc. The PCO is not formally organized with officers and have not determined their true mission and

function for the school. YACS’s current community and family events are organized by individual teachers (who are pressed for time), so there is not a central point person for parents/caregivers to contact to help. Although the school regularly sends out communications to families, teachers struggle to convey classroom or grade-level specific information without a system of “room parents.” The addition of the Volunteer and Community Actions Coordinator will centralize volunteer and special student events management, while fostering new community partnerships for volunteerism and other supports.

**Member Position Summary:**

The primary responsibility of the Volunteer and Community Action Coordinator is to formalize processes to manage YACS current volunteers and pursue partnerships with nonprofits, corporations, community service organizations, colleges/schools, clubs, and arts organizations in the community for further volunteer development. The position will formalize and centralize volunteerism at YACS, including management of school programs and community initiatives that require volunteers to be successful. The corps member in this position will develop a strategy and launch a program of “room parents” to assist teachers in distributing important grade- or classroom-level information and to help recruit volunteers for field trips and other school events. They will work with current PCO members to formalize the structure and roles unique to their organization, help to recruit a diverse group of new participants through tabling and communications, manage meetings and PCO communications, and work with PCO members over the summer to plan for the upcoming year. Of particular interest increasing volunteerism and school culture supports for families with primary languages other than English.

YACS cultivates a rich school culture with many events throughout the year for students and families. Most events require the support of volunteers to be successful. Working with parents, teachers, and school administrators, the corps member will oversee campus/community events including bookfairs, YACS Fest Spring Fair, YACS Olympics, school dances, skate nights, and field trips. They will assist in their capacity as ambassadors with new student recruitment planning and implementation, including open houses and other recruitment events for the community.

In their capacity as a community-builder, the corps member will identify new partners with which to establish volunteer relationships. Beyond parents/caregivers, YACS is in need of community members to assist with school beautification days and other special projects that require a large number of volunteers to complete. Smaller projects will benefit from volunteers with specializations: botanists to help with the school garden, STEM (science, technology, engineering, math) professionals to talk about 21<sup>st</sup> Century careers, or librarians to read to pre-literate students and talk about reading, etc. based on needs identified by school administration. To cultivate new relationships, the corps member will work with communications/development staff to create volunteer materials/applications, identify potential partners, set meetings, coordinate volunteer projects in advance and day-of, and plan volunteer stewardship communications/events; this position also entails continued communications with YACS’s current volunteer partners.

Volunteer recruitment and coordination will be refined with feedback from families/partners, and by evaluating the success of volunteer outreach efforts. At the close of the service period, the corps member will have planned and launched the “room parent” program, further organized and galvanized the PCO with a written framework for responsibilities and structure, developed “handbooks” for organizing each student/community event for future ease of implementation, and established four new volunteer partnerships.

**Member Impact:**

The corps member will increase YACS’s capacity to provide the highest quality, arts-integrated education in an inclusive school environment through planning, organizing, and stewarding YACS’s volunteers and managing the events that require their support. Goals and impacts are as follows:

Category	Goals	Quantitative and Qualitative Changes
Parent Community Organization	<ul style="list-style-type: none"> <li>● Formalized PCO structure, meeting schedule, and responsibilities</li> <li>● Increased PCO membership and activity</li> </ul>	<ul style="list-style-type: none"> <li>● Increased number of parent/caregiver volunteers</li> <li>● More effective, efficient, and diverse PCO</li> </ul>

		<ul style="list-style-type: none"> <li>• More inclusive, healthy school culture across all three Jefferson Parish campuses</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• Development of YACS Volunteer materials packet</li> <li>• Establishment of new volunteer partnerships as evidenced by concrete volunteer experiences</li> <li>• New and established volunteer stewardship</li> <li>• Robust volunteer support of special events, field trips, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Improved flow of information between teachers and families</li> <li>• 4 new volunteer partnerships</li> <li>• Increased student academic support through volunteer expertise</li> <li>• Increased community awareness about school/school activities</li> <li>• Volunteers feel appreciated</li> <li>• Volunteers are recognized for their work in the school and larger communities</li> </ul>
Community Action Events	<ul style="list-style-type: none"> <li>• Centralized “point person” to plan school events that require volunteers (book fairs, YACS Olympics, field trips, YACS Fest, spelling bees, family breakfasts, Trunk or Treat, etc.)</li> <li>• “Handbooks” for future event implementation</li> <li>• Evaluation of event success to improve future programs</li> </ul>	<ul style="list-style-type: none"> <li>• More organized system with clear staff/volunteer responsibilities for special events</li> <li>• Increased efficiency and accountability for special programs management</li> <li>• Established protocols for event planning, implementation and evaluation</li> <li>• Increased awareness about school special events</li> <li>• Stronger, more inclusive school community</li> </ul>
Documentation and Storytelling	<ul style="list-style-type: none"> <li>• Create an archive of videos and photos of school events, athletics, etc.</li> <li>• Collect YACS stories, quotes, personal accounts, etc. for promotion, documentation, and recruitment</li> </ul>	<ul style="list-style-type: none"> <li>• Better documented record of YACS “happenings” for storytelling, fundraising, recruiting, etc.</li> <li>• Stronger school community through record-keeping of shared experiences</li> </ul>

**Necessary Training or Training Plan to be implemented prior to Member Placement:**

YACS recognizes and respects that rigorous and ongoing staff development is critical to organizational success, and to our

personal growth as nonprofit professionals and leaders. All onboarding staff participate in an orientation session conducted by their direct supervisor and have the opportunity to meet the YACS Board of Directors. YACS includes funds for professional development and employees are supported in their professional growth at the Board and Executive levels. Training specific to the new AmeriCorps member position will be as follows:

- Customer Service Training: YACS's AmeriCorps member will participate in introductory and ongoing customer service training in order to uphold our organization's commitment to providing the highest quality services for our community. Training also includes follow-up procedures to properly steward YACS's partners and solicit feedback.
- Storytelling/Documentation: Qualitative measures and storytelling are also critical elements used by YACS to refine programming and communicate our mission-driven work with current and potential stakeholders. Basic photography and video training will be provided so that the AmeriCorps member can photo-document programs for promotion and advancing partnerships. Additional training will occur on strategies to interview program participants and questions to ask in order to best communicate YACS's story to the public through testimonials, social media, and printed/online materials.
- Graphic Design: YACS will provide basic training on the use of Canva, InDesign, etc. as needed.
- Basic Event Planning: YACS will provide guidance on how to organize, execute, and evaluate special programs and events.
- Initiatives and Mission: Community outreach, volunteer recruitment, and partnership development require in-depth understanding of an organization's history, mission, and initiatives. Debriefings with executive leadership and department heads take place with all new employees so that they can develop both "big picture" and acute understandings of YACS's strategic initiatives and how they relate to our mission.

#### **Essential Functions of Position:**

- Coordinates PCO meetings, including creating agendas, conducting, and taking/distributing minutes
- Tables at school events to recruit new PCO members
- Works with school administration and PCO members to develop formal structures and responsibilities for the Organization
- Works with PCO members over the summer to plan for following year
- Maintains email, phone, and print communications with PCO
- Determines YACS's volunteer needs by meeting with administration, teachers, afterschool personnel, etc. and maintains a list and timeline for potential volunteer interactions
- Schedules and provides all on-site coordination of volunteer activities
- Stewards established and new volunteers through "thank you" communications, recognition on social media
- Takes photos, talks with volunteers, and documents volunteer experiences for stewardship and promotion
- Identifies and manages a list of new potential sources for volunteers with a wide range of expertise from nonprofit, service club, corporate, and college sources
- Works with communications and development staff to create a volunteer information packet
- Arranges and meets with new potential volunteers
- Coordinates all volunteer opportunities and provides on-site management
- Schedules volunteers to support schoolday, afterschool, and summer enrichment opportunities
- Coordinates field trips with teachers, parent volunteers, and partner venues
- Manages all aspects of volunteer-supported events including YACS Fest, YACS Olympics, book fairs, enrichment student assemblies, etc. including event evaluation
- Develops "handbooks" for all special events to assist in future implementation
- Assists with student recruitment events
- Assists with bi-annual Celebration of Learning events
- Assists with graduation events
- Assists with art and talent shows and performances
- Assists with Trunk or Treat
- Assists with communications associated with all school special event and volunteer programs
- Assists with other school functions as needed and as appropriate

**Required Knowledge, Skills, and Abilities**

- Knowledge and experience in working with diverse communities
- Experience in marketing, education, the performing or visual arts, and public relations preferred
- Knowledge of schools and educational groups which impact youth learning
- Detail-oriented
- Demonstrated ability to communicate effectively both verbally and in writing
- Exceptional interpersonal skills
- Strong organizational and planning skills
- Knowledge and command of Microsoft Suite (including Power Point) and Google Suite (Including Drive, Sheets, Calendar, and Meet), Mailchimp, and Canva
- Availability to attend evening and weekend outreach when needed
- Flexibility to work independently and as part of a team
- Spanish fluency is a bonus

**Required Academic and Experience Qualifications:**

Candidates should have credits toward or be working on a bachelor's degree, preferably in communications, community relations, public affairs, education, or nonprofit management. Experience within arts organizations or educational nonprofits preferred (volunteer positions acceptable). Spanish fluency is a bonus. This position requires a car or reliable transportation to locations in Orleans and Jefferson Parishes.