



AmeriCorps Member Position Description



Member Position / Title:

Volunteer and Community Action Coordinator

of Member Slots in this Position: 1

Member Immediate Supervisor:

Jessica McKeown

Name: Days / Hours of Service:

Monday-Friday, 8am-4pm. Occasional weeknight and weekend events will be required.

Service Locations

Young Audiences Charter School (2 – 8th Campus)
1407 Virgil Street
Gretna, LA 70053

Member Immediate Supervisor Title: Communications and Marketing Manager

Partner Organization Name: Young Audiences of Louisiana

Website: www.ya4la.org; www.yacharterschool.org

Program Mission and/or Goals:

The Volunteer and Community Building Coordinator will serve at the Young Audiences Charter School (YACS) campuses. The Member will be stationed in the Young Audiences of Louisiana (the school's founding organization) 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 grades K-9 living in Jefferson Parish, with plans to expand one grade level each academic year through 12th grade (will serve K-10 during the 2020-21 academic year). 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 K-9 program is currently the only fully arts-integrated elementary/middle school in the Greater New Orleans area. YACS is excited to open our new middle and high school campus in Gretna during the 2020-21 academic year.

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 21st 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.

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. YACS Parent Community Organization is active in pursuing nonprofit and corporate partnerships to ensure that support and volunteer needs are met for all campus public events such as its primary annual community event YACS Fest.

Member Position Summary:

The primary responsibility of the Volunteer and Community Action Coordinator is to formalize processes in the management of YACS's 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 to assist teachers in distributing important grade- or classroom-level information, plan academic and arts events (school day, afterschool, and out of school time), 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 book fairs, YACS Fest Spring Fair, YACS Olympics, school dances, skate nights, family breakfasts, picture days, art shows, and field trips. They will assist in their capacity as ambassadors with new student recruitment planning and implementation, including open houses, visits with pre-schools to share information, 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 21st 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 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:

GOALS: Parent Community Organization

- Formalized PCO structure, meeting schedule, and responsibilities

- Increased PCO membership and activity

QUANTATIVE AND QUALITATIVE CHANGES:

- Increased number of parent/caregiver volunteers
- More effective, efficient, and diverse PCO
- More inclusive, healthy school culture

GOALS: Volunteers

- Development of YACS Volunteer materials packet
- Establishment of new volunteer partnerships as evidenced by concrete volunteer experiences
- New and established volunteer stewardship

QUANTITATIVE AND QUALITATIVE CHANGES

- Improved flow of information between teachers and families
- 4 new volunteer partnerships
- Increased student academic support through volunteer expertise
- Increased community awareness about school/school activities
- Volunteers feel appreciated
- Volunteers are recognized for their work in the school and larger communities

GOALS: Community Action Events

- Centralized “point person” to plan school events (book fairs, art shows, spelling bees, family breakfasts, YACS Olympics, field trips, YACS Fest, etc.)
- “Handbooks” for future event implementation
- Evaluation of event success to improve future programs

QUANTITATIVE AND QUALITATIVE CHANGES:

- More organized system with clear staff/volunteer responsibilities for special events
- Increased efficiency and accountability for special programs management
- Established protocols for event planning, implementation and evaluation
- Increased awareness about school special events
- Stronger, more inclusive school community

GOALS: Communications

- Outreach to recruit new potential students
- Staff, parents, and students are connected regarding upcoming special events and volunteer opportunities

QUANTITATIVE AND QUALITATIVE CHANGES:

- Increased awareness about YACS as an open-enrollment, arts-integrated school
- Students from new and diverse neighborhoods enroll
- Enrollment goals are met
- YACS schools feature bulletin boards that convey pertinent event/volunteer information to visitors

Essential Functions of Position:

- Coordinates meetings 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
- Works with volunteers over the summer on library cataloging and other essential projects
- 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
- Oversees volunteer background checks as required by new Louisiana Department of Education regulations for campus safety
- Schedules and provides all on-site coordination of volunteer activities
- Stewards established and new volunteers through “thank you” communications, recognition on social media, etc.
- Takes photos at school events and manages photo archives, talks with volunteers, and documents volunteer experiences for stewardship and promotion
- Creates and maintains bulletin boards or artwork displays that promote communication of learning between teachers, students, and caregivers
- 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
- Coordinates volunteers/parents in the creation of the school yearbook
- Schedules volunteers to support school day, 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, family breakfasts, enrichment student assemblies, picture days, etc. including event evaluation
- Develops “handbooks” for all special events to assist in future implementation
- Assists with student recruitment events, bi-annual Celebration of Learning events, graduation events, art showcases, and Trunk or Treat
- Assists with communications associated with all school special events, recruitment/retention efforts, 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
- Demonstrated ability to communicate effectively both verbally and in writing
- Exceptional interpersonal skills
- Must have strong organizational and planning skills
- Knowledge and command of Microsoft Suite and Google Suite, Signup, and Canva
- Knowledge and command of social media (Facebook, Instagram, and Twitter)
- Ability to participate in occasional evening and weekend events
- Ability to work independently and as part of a team

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 an asset in a candidate.

Required Transportation Needs:

This position requires responsibilities across three school campuses on the Westbank in Gretna and Harvey, as well as outreach efforts to day care and head start centers to build awareness about the school for enrollment. The position requires a private vehicle.