



Branches Program Associate

AmeriCorps Member Service Description

Program: Branches Program
Length of commitment: 1-2 years
Service Hours: One service year/ minimum 1700 hours
Primary Supervisor Title: Branches Program Site Coordinator

Living Allowance: \$ 11,800-13,000/year+ health & childcare & \$5,350 education award
Scheduling: At least 35-40 hours/week, some sites require 20 hours/week.
Location/Site: Pompano Beach / Fulford / South Miami / Florida City

Summary/Goal of Position: The AmeriCorps Member will aim to build strong relationships with students and families by providing opportunities, social skills development activities, creating a community, engaging students in school to improve academic performance thereby increasing their life-long success.

Duties/Responsibilities:

1. Build relationships with students through providing non-classroom, academic guidance, and support to students on an individual or small-group basis for proactive or remedial purposes.

Tasks:

- Plan and conduct enrichment classes, recreational activities, arts & crafts, character building lessons, sports classes and develop new curricular activities according to the needs of students.
- Teach students study skills, note-taking skills, and test-taking strategies.
- Identify, develop, or implement intervention strategies, activity and curriculum plans for students
- Mentor children individually or in small groups to build strong relationships and to strengthen their personal development.
- Provide assistance to students with homework and classroom activities.
- Supervise students during programming, or outdoor recreation, or on field trips.
- Enforce administration policies and rules governing students and their families.
- Observe students' performance, and record and report relevant data to assess progress.
- Instruct and monitor students in the use and care of equipment and materials to prevent injuries and damage.
- Organize and label materials and display students' work in a manner appropriate for their eye level and perceptual skills.
- Distribute tests and homework assignments and collect them when they are completed.
- Prepare the classroom and related materials including food to ensure organized delivery during program sessions.
- Organize and prepare the classroom for the next session.
- Assess students' progress throughout program sessions.

2. Coordinate recruitment and development efforts of the program:

Tasks:

- Develop and plan recruitment activities for the program, and actively participate in recruitment and outreach efforts.
- Develop teaching or training materials, such as handouts, study materials, or quizzes.

- Enhance program curriculum and activities; prepare lesson plans, learning modules and enrichment classes according to students' needs and goals.
 - Develop needs assessment tools to gather information to enhance the program and to measure program outcomes.
 - Collect and report data to be utilized in communication materials such as newsletters, brochures, grant management and so forth.
3. Build relationships with families, community and partners through developing an all-encompassing program by enhancing program components, opportunities, and activities:

Tasks:

- Collaborate with students, parents, teachers, school administrators, or counselors to determine student needs, develop tutoring plans, and assess student progress.
- Communicate students' progress to students, parents or teachers in written progress reports, in person, by phone, or by email.
- Develop and maintain relationships with community, resources, and students to enhance outreach efforts of the program to expand its impact.
- Participate in capacity building, relationship building activities of the site to remain continuously resourceful.
- Conduct periodic school and family visits to connect with parents, teachers, school principals of children and youth to create an all-encompassing program with a holistic approach to increase life-long success of students.
- Organize and initiate development of network throughout surrounding communities, businesses, universities, and schools to increase program participation, donations and support to the site.

Qualifications Sought

Education Level: Associate's, undergraduate, master's students and graduates or equivalent work/life experience.

Majors Desired: Education, Social Work, Math and Science Majors, English and Literature, Sports Majors, Communication, Criminal Justice and related fields.

Skills/Abilities:

- Strong interpersonal skills, passion and empathy to serve children and youth to be able to coach, and instruct students and their families.
- Strong work-ethic and decision making skills to be able to develop specific goals and plans to prioritize, organize, accomplish work and adhere to Code of Conduct and Confidentiality policies of SFLUM.
- Creative thinking skills in order to develop, design, or create new applications, ideas, relationships, curriculum and systems to continuously improve services to students.
- Good active listening, instructing, learning, communication skills to be able to teach others, understand the points being made and selecting and using instructional methods and procedures.
- Ability to assist and care for others to provide close attention, emotional support to students, families and colleagues.
- Conflict resolution and problem solving skills to be able to use logic and reasoning to identify solutions and approaches to problems.
- Self-starter, proactive personality with a strong desire and passion to make a difference in the life of youth is a must for this position.

Knowledge:

- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Education and Training** — Knowledge of basics of methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects is a plus but not required.
- **Computer Applications** - Knowledge of computer applications such as Microsoft Word, Excel, and Internet explorer

Working Conditions: The work is performed either in office/classroom conditions (90%), however during events, field trips and other activities the work site might be outside classroom/site (10%). Some evening and weekend work is required.

Expectations:

- **Adherence to Standards and Policies:** Continuously smiles and greets pleasantly. Takes ownership of situations and problems and finds solutions to correct them. Always looks the part and behaves professionally. Responds to client needs immediately. Show initiatives and takes the leadership of projects/tasks.

Learning Outcomes: The Member who will take on these responsibilities will develop skills as a professional and learn teaching and management skills. The individual will have a direct impact on the community served by making a difference on the students' lives by guiding and coaching them to succeed academically and as a person.

For more information about the program or to apply for this service position please visit our website:
www.sflum.org.

For more information about AmeriCorps program, eligibility, and benefits offered, please visit:
www.americorps.gov.



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