



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 Site Coordinator
Living Allowance: \$ 12,300/year+ health & childcare & \$5,350 education award
Scheduling: Minimum 35-40 hours/week.
Location/Site: Fulford / South Miami / Florida City

Position Summary: The AmeriCorps Member will aim to increase academic and life-long success of children and youth served by building strong relationships with students and families, providing social skill development activities and opportunities to grow, creating a community and a safe haven, engaging students in school

Duties/Responsibilities:

1. Direct Service:

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.

- 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. Outreach and Development

Build relationships with families, community and partners through developing an all-encompassing program by enhancing program components, opportunities, and activities.

- Participate in recruitment and outreach efforts.
- Develop educational or activity materials, such as handouts and study materials.
- Enhance program curriculum and activities; prepare lesson plans, learning modules and enrichment classes according to students' needs and goals.
- Collect and report monthly data for grant reports and to be utilized in communication materials, newsletters, brochures and social impact reports.
- 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 and Experience:

Associate's, undergraduate and/or equivalent work/life experience preferred.

- Successful experiences in
 - Providing support services to children, families and communities, .
 - non-profit or ministry setting,
 - after school program are preferred
 - volunteerism or mission oriented projects

Knowledge, Skills and Abilities:

- **Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **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
- **English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- **Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Spanish and/or Creole speaking ability desired but not required.

Work Style and Values:

This position operates within a ministry that is committed to providing opportunities to individuals, families and communities in an empowering, ethical and sustainable manner. Candidates should be able to embody this ethos and should pose the following traits:

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| ✓ Dependability | ✓ Self Control | ✓ Relationships —Co-workers, Moral Values and Social Service. |
| ✓ Attention to Detail | ✓ Analytical Thinking | ✓ Achievement — Ability Utilization and Achievement. |
| ✓ Cooperation | ✓ Independence — Creativity, Responsibility and Autonomy. | |
| ✓ Initiative | | |
| ✓ Integrity | | |
| ✓ Adaptability/Flexibility | | |
| ✓ Leadership | | |

Standards of Performance:

South Florida Urban Ministries upholds high ethical standards and maintains strict confidentiality in every aspect of its operations and expects the same from each employee. Therefore, strong ethical standards and high personal and professional values are expected to be exhibited by all employees with access to sensitive and confidential information.

The STAR customer service program of South Florida Urban Ministries upholds high standards of customer service for each and every stakeholder every day. Excellence, perseverance, passion, innovation and compassion are the “EPPIC Philosophy” that under girds STAR at SFLUM. By living out the EPPIC Philosophy and upholding STAR standards, each staff member becomes an important part of our success and impact.

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%). As it is an after-school program, some service may be performed is in late afternoon and evening hours. Some weekend work may be required for activities. The AmeriCorps Members are expected to attend all mandatory trainings, three weeks orientation and fulfill daily and monthly reporting obligations.

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.

Please note that the AmeriCorps program and recruitment is subject to funding availability. For more information about AmeriCorps program, eligibility, and benefits offered, please visit: www.americorps.gov.

