



Academic Success Program Leader Description

Title:

Academic Success Program Leader
(Academic Success Programs for 6-12 Age Group and 13-18 Age Group)

Supervisor:

Site Supervisor (Performance) & Club Director (Administrative)

Contact:

Sandra Quigg, Executive Director, squigg@bgchr.org for application

Process: Fill out BGCHR application. A phone screen will occur and then an AmeriCorps application must be filled out and submitted for final interview.

Service Position Summary:

Under the supervision of the Site Supervisor & Club Director, the AmeriCorps Member is responsible for creating and maintaining a clean, safe, and fun environment for all Club Members. The AmeriCorps Member will help the Site Supervisor to meet all programmatic, BGCA, and State requirements. The AmeriCorps Member will be responsible for Academic Success Programs in the 6-12 age group and/or the 13-18 age group, 9 mentees at the Boys & Girls Club of Harrisonburg and Rockingham.

The AmeriCorps Member must be able to attend year-round (including summer) weekly onsite face-to-face mentoring sessions with assigned youth alongside year-round program implementation.

Benefits: AmeriCorps personnel will receive a stipend, educational loan deferral and \$6000 toward the cost of their education.

Functions & Responsibilities:

- Provide a clean, safe, and fun environment for members, parents, and visitors.
- Provide unrivaled customer service by greeting all members and parents by name
- Learn about each member to ensure behavior problems are minimal.

- Use positivity in all interactions with Club Members, Staff, AmeriCorps Members, Schools, Donors, and Parents/Guardians.
- Provide guidance and directions to Club members to help them meet personal goals.
- Ensure program statistics are completed: Timesheets, program attendance records, report card spreadsheets, pre/post-tests for program quality, and outcomes measurement tools.
- Mentor a minimum of 9 members
- Mentoring consist of a three-pronged approach. Mentors (AmeriCorps Members) will spend at least a 15-minute period per week meeting with 9 BGC members. Make initial contact with parents under the supervision of the Site Supervisor. Contact schools to check on BGC members under the guidance of the Site Supervisor & Program Manager.
- AmeriCorps members will be responsible to complete weekly tracking forms after conducting mentoring sessions. Assist Program Manager as needed compiling data to ensure the mentee is continually improving.
- AmeriCorps members will be responsible to help clean and organize before and after programming that they conduct.
- Ensure BGC members complete homework.
- Attend any staff meeting and any in-house pieces of training as directed.
- Attend events to recruit youth in need of mentor services.
- Keep Site Supervisor informed of behavior problems, parent concerns, and members concern
- Work with youth and parents to access the virtual school while the youth is at the Club.

Education:

Meet all qualifications as mandated by the State of Virginia Department of Social Services. Education/Experience: Required high school graduate: Preferred: Some college-level course work completed in education or related field.

Experience and Requirements:

Minimum one-year experience in the youth-related field. Must be over 18 years of age with reliable transportation and pass a background check.

Skills:

A person must be able to provide unrivaled customer service. Ability to manage youth following guidelines. Must be organized while keeping areas of supervision clean, safe, and fun. Ability to communicate clearly to a variety of people (members, parents, and the public). Ability to work with youth ages 6-18 years of age. Must have an intermediate understanding of Microsoft Office Suite. Must be able to implement Academic Success programming for all ages.

Hours: 1700 total hours October until July or August. Hours 7am – 6pm Monday - Friday.