



CAC AmeriCorps

Position Description

Afterschool Program Coordinator



Dates of Service: August 16, 2021 – April 30, 2022 (~ 10 hours/week)

Partner: Royal Youth Dance Ensemble (RYDE)

Location of Service: 3607 & 3609 Western Avenue Knoxville, TN 37921

Supervisor: Sherra Robinson, Founder and Executive Director

About CAC AmeriCorps Community Action Fellows:

The Community Action Fellows (CAF) program assists with pandemic recovery efforts by tackling learning loss in education, food insecurity, and the broader effects of COVID-19 in East Tennessee. Unlike our more typical, full-time AmeriCorps assignments, CAF members will serve 300-hour terms to be fulfilled within 16 weeks (at approximately 20 hours/week) or 32 weeks (at approximately 10 hours/week). CAF members may serve up to 600 hours per year and up to eleven terms for education award eligibility.

Established in 1994, CAC AmeriCorps is a proud AmeriCorps subgrantee that combines elements of traditional conservation practice with community action that informs our service and places it in the broader context of East Tennessee. Our AmeriCorps members improve public lands, educate the public, address pressing human needs, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in the region we call home through enduring acts of service.

Organization Overview:

The mission of RYDE is to provide a creative outlet for youth that builds character, raises self-esteem, boosts confidence, and promotes positive interaction through artistic expression. The vision is to inspire youth to use the arts and its disciplines to aid them through life and its experiences. The HOPE is that the arts will act as a vehicle for guiding them through cultural exposure, enrichment, and enjoyment, which leads to healthier outcomes.

Position Description:

The Afterschool Program Coordinator will provide direct supervision of a group of children in an after school and/or summer day camp setting. They will be responsible for developing and implementing daily lesson plans with a curriculum that fosters children's social, physical, spiritual, and mental growth. In addition, every position in the RYDE is central to our mission by modeling behaviors that exemplify the RYDE's core values - community, connection, character, competence, and contribution. This position will extend over the Fall and Spring terms at approximately 10 hours/week.

CORE FUNCTIONS:

- Assist Afterschool Program Director with the teaching, curriculum planning, and supervision of students who are enrolled in the after-school program.
- Create appropriate relationships with students that allows for optimal development in the physical, cognitive, language, motor and social/emotional demands.
- Implement weekly goals and metrics to support academic advancement.
- Recognize potential issues in our program and apply problem solving techniques as needed.
- Assist in the daily cleaning and maintenance of equipment, supplies, and studio facility.
- Collaborate with Afterschool Director and other RYDE staff to create educational curriculum that is culturally relevant, developmentally appropriate, and consistent with state regulations.
- Follows RYDE's policies and procedures, including those related to medical and disciplinary situations, child abuse prevention, and emergencies.
- Maintains a positive relationship with parents and other staff.
- Models relationship-building skills in all interactions.
- Follows all RYDE's rules, regulations, and procedures, including emergency and safety procedures.
- Completes incident and accident reports, as necessary.
- Uphold RYDE's 5-core values that are central to our mission by modeling behaviors that exemplify these values - Community, Connection, Character, Competence, and Contribution.

Minimum Qualifications:

Education

Minimum CAC AmeriCorps Qualifications:

- All CAC AmeriCorps positions require, at minimum, that our members be at least 18 years old at the start of service; have completed high school or received a GED; and be a U.S. citizen, national, or lawful permanent resident.

Position Expectations & Requirements:

Minimum CAC AmeriCorps Expectations

- CAC AmeriCorps Community Action Fellows are required to attend an orientation at the start of service.
- CAC AmeriCorps Community Action Fellows are required to serve a part-time schedule in accordance with their specific service term assignment, which is approximately 20 hours/week for 16 weeks or approximately 10 hours/per week for 32 weeks.
- CAC AmeriCorps Community Action Fellows are required to wear AmeriCorps branded uniform gear and appropriate safety equipment during service.
- CAC AmeriCorps Community Action Fellows are required to make their way to and from their service site reliably, and in a timely manner.
- CAC AmeriCorps Community Action Fellows are required to serve effectively both independently and within the context of a team.
- CAC AmeriCorps Community Action Fellows should be capable of taking direction and performing their service with relative independence, with site supervision provided on a weekly basis in either a one-on-one or group setting and intermittent contact from the CAC AmeriCorps office.

Site Preferences:

- One year or more of college preferred.

- Previous experience working with children preferably in a day camp setting.
- Previous experience with diverse populations preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of children or employees of the organization.
- Complete required training courses, such as CPR/First Aid and New Employee Orientation.

Member Benefits Include:

- A modest living allowance of \$3,300 distributed bi-weekly at \$412.50 (pre-tax), paid over 16 weeks or \$206.25 (pre-tax) over 32 weeks.
- Education Award of \$1,342 that can be applied to student loans and/or future education expenses.
- Worker's Compensation
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to aid in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to assist with determining eligibility.
- Professional development and networking opportunities.
- Optional opportunity to enroll concurrently in Carson Newman MBA in Nonprofit Leadership

Equity and Inclusion: The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that members and employees are treated equally without regard to race, color, national origin, sex, gender, romantic/sexual orientation, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the recruitment / employment process.

