

MHS AFTER SCHOOL PROGRAM Job Description

Title: *MHS After School Program Coordinator
(AmeriCorps Position)*

Placement Site: Marshall High School
401 Tiger Dr
Marshall, MN 56258

Contact: Gustavo Estrada
Minority Advocate
Marshall Public Schools



Please note that we are looking for MHS After School Coordinator to serve in 2009-2010 school year, working with Minority students and parents that have their kids in Marshall High School.

Position Overview

The mission of the MHS After School Program is to ensure that all members of the After School Program follow directions, have regular attendance and participation in the projects that students and parents will be putting together during the school year. It is also, to ensure parents and students have interaction, a safe place; a healthy environment; effective learning experiences; and opportunities to develop and work on their own projects. The MHS After School Program focuses on mobilizing students in a project with their parents, and interacts with their parents as well as promoting positive family interactions and share learning opportunities. Provide opportunities for youth and parents to improve their English language by working together in the Adult Basic Education (ABE) Program. The MHS ASP develops innovative ways to deliver the fundamental resources young people need to successful. The MHS After School Program will be supervised by the Minority Advocate (Gustavo Estrada)

Position Responsibilities

Essential Function:

- Plan, organize, and coordinate the After-School Program with the goal that at least 15 youth (approx. 9th – 12th graders) will experience working in group and interacting with their parents.
- Working with HS teachers in assisting students with homework, projects, assignments and tutoring to enhance their learning skills.
- Develop and organize sewing, carpentry or welding project-based learning that engage the members of the MHS ASP. Those chosen projects have to be done during the school year period.
- Encourage parental participation in their child's school and familiarize them with school staff and procedures
- Identify meaningful civic engagement activities with the youth, including community service, service-learning, and leadership experiences;
- Involved 2 students in the MN Youth Advisory Council
- Arrange meetings with colleges for career exploration.
- Recruit and/or support community volunteers, including family members, to work with youth participants in areas such as mentoring, tutoring, and civic engagement.

Marginal Functions:

- Support teachers and counselors to work with certain students in need.
- Meet one time a month with the Minority advocate supervisor to keep program records and evaluate program outcomes, making changes as needed based on evaluation data.

Requirements

- *Must be 18 years old**
- *U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien*
- *Please note that final candidates will be required to successfully pass a background check before being officially enrolled in by the Marshall Public School.*

Qualifications

- Interest in youth, service, education, passion to work with Minority people, and work some weekends and evening.
- Strong written and oral communication skills
- Able to deal effectively with ambiguity of tasks and able to take the initiative; ability to be flexible
- Self-motivated, able to work independently without daily supervision—strong organizational skills a must
- Able to present oneself in a highly professional manner and be an ambassador of the program

Desirable Characteristics

- Associates or Bachelor of Arts Degree in community or youth development, education, or related field
- Volunteer experience and desire to develop a strong ethic of service
- Experience working collaboratively with youth and adults
- Commitment to positive youth development
- Has initiative to see and follow through with “next steps” to be taken

Typical Work Environment

- Able to work at a computer in different programs
- Able to work in environment that is noisy with many young people and adults demanding attention
- Able to work independently without much direction as well as on teams
- Work setting may include working in a cubicle and/or sharing office and computer with other members/staff

To apply, please email/fax/mail cover letter, resume, and three references along with the MHS After School coordinator application (available upon request) to:

Gustavo Estrada, Minority Advocate, Gustavo.Estrada@mashall.k12.mn.us 507-537-6942 (fax)

Please note

- *We are committed to recruiting and engaging individuals without regard to disability, gender, race, religion, or sexual orientation.*