

Lutheran Family Services

AmeriCorps Position Description

Host Site: Completely Kids	Location: Omaha
Position Title: AmeriCorps	Effective Date: January 2012
Paygrade: AmeriCorps Quarter Time	Reports to: AmeriCorps Manager

LFS Mission Statement: Lutheran Family Services expresses God's love for all people by providing quality human care services that build and strengthen individual, family and community life.

LFS Values: Respect all people, families and communities. The pursuit of excellence is achieved through the education of staff and the celebration of diversity, collaboration and change. Integrity, accountability and teamwork are values that guide our communication and work in a manner that upholds the Agency's reputation and Christian value base.

Position Purpose: The AmeriCorps Afterschool Program Assistant has the responsibility for assisting in the administration of service delivery, facilitation of youth programming, supervision of volunteers, and community outreach.

Essential Position Duties:

Service Delivery

- Assists planning service learning activities, training staff how to complete service learning projects, and assisting with evaluation requirements.
- Respond to the individual needs of each youth, including those with special needs.
- Ensure youth are engaged in a variety of activities that foster the physical, cognitive, social and emotional development of youth.
- Ensure program operates at capacity at all times and strategize ways to recruit additional youth when necessary.
- Ensure program is operating at an adult to child ratio in accordance with agency standards.
- Work with parents, school, and youth on behavior modification and meeting the needs of families in accordance with agency standards.

Record Keeping

- Copying, organizing, distributing and collecting documents that are distributed to families, including field trip permission slips, notes, registrations, handbooks, information updates, and newsletters.
- Assist with data entry and maintenance; take daily attendance.

Interpersonal Relations

- Respect and acknowledge cultural, social and environmental factors that may affect the development and behavior of youth.
- Create positive relationships with the youth and families.
- Create opportunities in the program for a smooth transition from the OST program to the next life stage.
- Follow health and safety guidelines established by the agency.
- Ensure implementation of curriculum according to agency standards.
- Provide youth and families with donations and resources.

Professionalism and Confidentiality

- Maintain an orderly, safe, and clean work environment.
- Keep all client names, information, and other organization business confidential
- Guard client confidentiality in waiting areas, during phone contact and handling of records.
- Ensure that all office and record security procedures are followed.
- Meet with direct supervisor as required.

Community Relations

- Assist in recruiting program participants to program capacity.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required of individuals so classified. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties and responsibilities.

- Assist in orientation of volunteers.

Position Requirements:

- High school education with two year of college in Social Work, Psychology, Education, Human Service or related field (1-2 years of directly related experience may be equivalent)
- 19 years of age or older
- High School Diploma/GED
- U.S. Citizen or Legal Permanent Resident
- Valid Driver's License
- Volunteer or paid experience working with school age children
- Bi-lingual preferred (not required)
- Experience working with at risk youth
- Good verbal communication
- Maintain high levels of professionalism
- Work well with others
- Exhibit sensitivity and awareness of audience
- Serve as positive role model

Criminal History, Child Abuse Registry, Adult Abuse Registry, Sex Offenders Registry, Department of Motor Vehicles Records, and FBI Fingerprint checks will all be completed prior to offer of enrollment.

Hiring Manager Signature _____ Date _____

Member Signature _____ Date _____

Director Human Resources _____ Date _____

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