



## Position Description

---

Title: AmeriCorps Academic Enrichment Facilitator

Reports to: Program Manager

### Primary Function:

Serve in a district school, and with Boys & Girls Club staff and district personnel, to develop and implement academic enrichment activities for the after school program that complement school curricula; identify individuals and groups in need of focused one-on-one or group tutoring and provide it to them; facilitate one-on-one and group academic enrichment activities; consistently work to provide a positive learning environment and promote the personal, social, and intellectual development of club members.

### Key Roles (Essential Service Responsibilities)

- Assists in the development of after school curricula;
- Collaborates with other (e.g. district personnel, parents, community organizations, etc.) for the purpose of implementing and maintaining services and programs;
- Assists program participants, individually or in groups, with homework and related lessons;
- Develops program activities, approved by the Program Manager, to enhance and complement in-class work;
- Communicates regularly with Program Manager to ensure academic enrichment activities are functioning well within the after school program structure;
- Communicates regularly with school district personnel to ensure that academic enrichment activities tie in appropriately to in class work;
- Monitors the progress of individuals and groups receiving tutoring to determine what kind of additional assistance is needed;
- Communicates policies and enforcement procedures to program participants, for the purpose of ensuring their understanding of same and the possible consequences of violation; and,
- Other duties as assigned.

### Education and Skills

- Some college preferred
- Some work experience with children or in a structured educational setting preferred
- Ability to create development- and age-appropriate activities preferred
- Ability to operate standard office equipment and pertinent software applications required
- Ability to develop and oversee projects required
- Excellent oral and written communication skills required

- Ability to prepare and maintain accurate records required
- Basic knowledge of algebra and/or geometry required
- Ability to effectively multitask required

Physical Requirements/Work Environment

The usual and customary methods of performing this job's functions requires the following physical demands: some lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, sitting, crouching, and/or crawling; significant finger dexterity. Generally, the job requires 40% sitting and 60% walking and standing. The job is performed under minimal temperature variations, in a generally hazard-free environment and in varying atmospheric conditions.

Disclaimer

The information presented indicates the general nature and level of the work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Chief Professional Officer Date