

# Partners in After School Success (PASS) AmeriCorps Member LCEC Middle School Program

PASS places AmeriCorps members with after school youth development programs to provide literacy tutoring, extended learning programs and engage youth volunteers in service learning opportunities to promote school engagement and academic success. This is a fulltime slot serving for one year.

**Host Site:** The Lussier Community Education Center (LCEC) is a grassroots community center with a 39-year history of strong programs, broad partnerships and grassroots community organizing. Located on the grounds of Jefferson Middle School on Madison's west side, the mission of LCEC is *building community, creating opportunities, enriching education*.

This AmeriCorps member serves with LCEC at the Jefferson Middle School Youth Resource Center (YRC) assisting in the development and implementation of a comprehensive youth development program with an emphasis on educational achievement, personal and leadership development, community service, and healthy recreation. The PASS member implements activities in the after school program at the Youth Resource Center, at LCEC and in the LCEC eight-week summer program. This person serves directly with youth, their families, program volunteers and aides, and is supervised by the Youth Programs Manager.

## **Responsibilities:**

- Plan, coordinate, and implement daily youth after school and summer camp activities with a strong emphasis on academic achievement, health and fitness, arts and creativity, and community service and youth leadership.
- Provide 1:1 tutoring and mentoring for at least 7 students at the Jefferson Middle School.
- Work with Volunteer Coordinator to recruit, train and support volunteers to work with young people in program.
- Develop strong positive relationships with youth and their families.
- Assist with collection of attendance records, data entry, PASS quarterly reporting, and evaluation.
- Actively support the recruitment and selection of Jane Burrows Buffett Scholars.
- Help support ongoing clubs such as Girls Inc, MENS, Adventure Club and Artist in Residence projects.
- Assist with classroom management, interface with college volunteers, lead middle school student recruitment and retention efforts and engage parents for the LEAP 2 College program.
- Engage youth participants in community service.

**Hours:** 35 – 40 hours per week serving a minimum of 1700 hours\*, including regular evenings and occasional Saturday hours. Daily schedules vary but generally run from 10:30 am – 6:30 pm. Term runs September 3, 2019 – August 31, 2020.

## **Desired Qualifications:**

- Meets all AmeriCorps citizenship, age and background check requirements
- Minimum one year volunteer or paid work experience with middle school age youth
- Knowledge of behavior management, conflict resolution and the ability to work with large or small groups
- Mature attitude, creativity, resourcefulness, and a positive role model for youth.
- Experience with socio-economically, ethnically and culturally diverse populations.
- Strong communication skills. Bilingual or multilingual encouraged.
- Ability to work independently

PASS AmeriCorps Applications are available at [www.LCECmadison.org](http://www.LCECmadison.org) and [www.PASSAmeriCorps.org](http://www.PASSAmeriCorps.org) and will be accepted until positions are filled.

\* please note that federal regulations prevent the logging of AmeriCorps hours during lunch breaks

