



Service Position Title	AmeriCorps Youth Counselor
Service Location	Agape Youth & Family Center 2210 Marietta Blvd, NW Atlanta, GA 30318
Immediate Supervisor/Title	Marlon Montgomery, Director of Programs
Service Position Summary	<p>Academic and Program Support</p> <ul style="list-style-type: none"> ● Provide students with homework assistance to help improve academic skills, regular school day performance, and character development traits ● Implement program enrichment activities ● Works closely with the Program Coordinator to deliver lesson plans that assist students with literacy, mathematics, and language arts ● Implement supplemental instruction packets for participants in all grade levels ● Foster a comfortable learning environment to enhance participants' learning styles ● Engage participants in all program activities <p>Safe and Healthy Environment</p> <ul style="list-style-type: none"> ● Ensure the safety of all participants, prevent accidents through the enforcement of policies, rules, and regulations; administer first aid within trained ability; contact the appropriate medical authorities when necessary ● Implement appropriate classroom management techniques to maintain a cooperative and creative instructional environment ● Establish a relationship with each child and know his or her present level of understanding; consider the needs of all the children and treat each child with respect and dignity ● Establish classroom rules and daily scheduled routines for students ● Ensure the facility is ready for use before students arrive. This may include pre- or post-clean up. <i>At certain sites, please return room to regular set-up before leaving</i> ● Create and maintain an environment that is safe, clean, and student friendly ● Monitors the bus to ensure all students are safely transported to and from all Agape programming ●

	<p>Volunteer Management</p> <ul style="list-style-type: none"> ● Provide instructional materials, resources, and feedback to tutors (<i>Homework Buddies</i>) for improving student’s academic skills ● Communicate the needs, backgrounds, learning styles, and learning difficulties of student who are matched with tutors ● Ensure all volunteers are signed in and matched appropriately ● Assist tutors and parent volunteers <p>Other Duties</p> <ul style="list-style-type: none"> ● Reports all incidents to the Supervisor, and completely fills out proper health log and/or accident/incident forms ● Assist in maintaining accurate program records including incident reports, logbook documentation, and daily attendance ● Follows proper setup and breakdown checklist procedures ● Plans daily enrichment activities and keeps record of monthly highlights ● Reports all plans to the Program Coordinator for approval before implementing
<p>Commitment Required</p>	<p>The AmeriCorps must complete the following:</p> <ul style="list-style-type: none"> • 1700 hours of service • 11 months of service • Must attend all required AmeriCorps meetings and trainings • Submit timesheets in a timely manner <p>To qualify for the position, the member must</p> <ul style="list-style-type: none"> • Be a U.S. citizen or lawful permanent resident • Be at least 21 years of age • Have a high school diploma, GED, or commit to working towards a GED while serving