



Position Title: VOCAL AmeriCorps After-School Program Coordinator

Reports to: Children and Youth Services Manager

Principle Working Relationships: Volunteer Mobilization Manager, Children and Youth School Services Coordinator, Immigrant Family Services Volunteer Coordinator

Office Location: DuPage (Carol Stream, IL)

Member Impact: The VOCAL AmeriCorps After-School Program Coordinator will oversee the coordination of after-school club programming, promoting the academic and social-emotional advancement of limited-English proficiency K-12 students in DuPage County communities with the goal of empowering volunteers and community partners to join in the development and adjustment of youth to the United States and American school system.

Member Tasks:

- Serve as a tutor for limited English proficient K-12 students in after-school programs
- Maintain records of student participation and progress
- Follow up quarterly with parents of students in programs
- Coordinate and oversee volunteer tutor placement alongside students in after-school programs
- Communicate feedback and updated need regarding volunteer numbers for after-school programs
- Log service of volunteers in after-school programs using World Relief's database tool
- Prepare and submit monthly program reports and other reports, as requested by World Relief and VOCAL staff
- Attend required VOCAL AmeriCorps member meetings
- Participate in VOCAL Days of Services, as required or requested

Knowledge, Skills and Abilities:

- Two years of college minimum, preferred
- Fluency in a second language, preferred
- Flexibility and a strong sense of team spirit
- Computer and typing skills required
- Experience with data systems or keeping electronic records required
- Strong communication skills and customer service skills required
- Commitment to serving others
- Able to serve sensitively and effectively in a cross-cultural setting
- Experience in nonprofit, student programs, or community development a plus
- Previous volunteer or intern experience required
- U.S. citizen, U.S. national or Permanent Resident required
- Valid driver's license and good driving record

Commitment Required:

- Commit to one year of service, from September 1, 2021 – August 31, 2022
- Meet the minimum 900 service hours; approximately 20 hours/week
- Flexible to serve some non-business hours