



**AmeriCorps**

Learning Links AmeriCorps Program



Learning ROCKS Data Coordinator AmeriCorps Member

FY24 Terms of Service – 1700 Hours

August 2023 – August 2024

## **OVERVIEW**

Aspire Afterschool Learning is seeking a data coordinator for our Learning ROCKS afterschool and summer camp program to provide daily holistic and academic support to historically underserved upper elementary school students in South Arlington, VA.

Our afterschool program bolsters students' reading by providing targeted daily support to develop both reading skills and a love of reading. Program activities strengthen their STEM/STEAM skills and reinforce general academic content through regular project-based learning activities, including our annual science fair. Our summer camp is a fun and interactive experience that prevents summer learning loss, which year-over-year can make it more difficult for students experiencing poverty to catch up with their peers.

Join our team and use your talents and skills to guide students as you engage them in reading, academic exercises, enrichment activities, and exploring new places on field trips. This highly-interactive position will also interact professionally with program volunteers, community partners, and parents. You will be committed to ensuring Aspire! students make gains in their learning while being part of an integral team dedicated to students' growth and organizational excellence.

This position is part of our Learning Links AmeriCorps program and is great for someone interested in working at a non-profit, with youth, considering a career in education, giving back to their community, gaining professional experience, or earning money for school.

## **DATA RESPONSIBILITIES:**

- Achieve and track program goals in close collaboration with Program Manager and AmeriCorps Program Director, including ensuring that obligations to stakeholders are fulfilled and/or exceeded;

- Facilitate student iReady pre-and post-assessments and result analysis;
- Maintain student files with timely, accurate and appropriate case notes;
- Develop a system for acquiring and managing reading scores from schools;
- Gather program data in partnership with the Program Staff, and partner schools;
- Work with the staff on pulling and cleaning data for reporting and everyday use;
- Interact and communicate with parents, volunteers, visitors, and community organizations in accordance with Aspire's values.
- Participate in relevant topic- and skill-based trainings and provide input into trainings and professional development sessions.
- Participate in required AmeriCorps Trainings and National Days of Service.
- Complete monthly AmeriCorps service reflections.
- Comply with all applicable rules, regulations, and agreements of the organization and AmeriCorps.

#### **PROGRAM RESPONSIBILITIES:**

- Co-lead lessons and activities while providing direct support to approximately 20 students each day, including appropriate supervision and assistance during classroom and recreational activities.
- Implement and plan lessons, activities, guest speakers, and field trips in collaboration with program staff.
- Assist in the daily maintenance of the Aspire classrooms.
- Volunteer in classrooms of Aspire students in assigned partner elementary schools to provide classroom/student support, ie: small groups, one-to-one help, etc.
- Provide programming and support to our Parent Connection events one evening per month.
- Provide consistent feedback to parents concerning students' progress in school and afterschool program when relevant;
- Collaborate with and provide consistent feedback to parents, teachers, school staff, and other AmeriCorps Members regarding students' success and program results.

#### **Who You Are...**

- Passionate about investing in the growth and potential of historically underserved students
- Committed to service and dedicated to serving through AmeriCorps
- Looking to gain marketable, hands-on experience in the nonprofit, education, and/or childcare fields
- Self-motivated, independent, flexible, and resourceful
- Able to communicate and interact with children, parents, teachers, volunteers, and program staff in a way that is consistent with Aspire's values
- Good at managing your time and projects

- Able to walk a mile and supervise kids outside
- Comfortable and proficient with computers and smart phone apps
- Experience/knowledgeable with Google Suite or Microsoft Office, including basic Excel
- Bilingual (Spanish/Arabic/Amharic/other and English) skills, including reading, writing, and conversation preferred;
- A U.S. citizen, national, or lawful permanent resident alien (Green Card)
- A High school graduate or equivalent, at least 17 years old

### **What Else You Should Know...**

- This is a 1700 Hour AmeriCorps position from August 14, 2023 through August 11, 2024.
- Hours: 40 hours/week; School Year: Monday – Friday: 10am – 6:30pm; Summer camp: 8:30am – 5pm; occasional evenings.
- This position is in-person.
- \$2,516.67/month living stipend with a \$6,895 Segal Education Award that can be applied to future education goals or past student loans.
- Time off for winter break, spring break, 10 personal/sick days and federal holidays;
- Eligible for student loan forbearance or deferment.
- Hands-on training in a variety of topics including: learning content areas, tutoring skills, child development, behavior management, education theory, leadership skills, and team building.
- Free access to the community center gym.
- Must be fully vaccinated for COVID-19 (includes boosters for those eligible).
- Aspire values a positive working environment and culture, highly-impactful and values driven work, and professional and personal development.

\*Aspire’s Learning Links AmeriCorps program is funded by the Corporation for National and Community Service and the position is contingent upon approved funding.

Aspire Afterschool Learning shall not discriminate on the basis of race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers, selection of vendors, and provision of services