

Position Description



Position Title	Youth Learning and Enrichment Fellow
Program	Summer Impact Corps
Reports to	Program Manager and Site Supervisor

Position Summary

The Youth Learning and Enrichment Fellow supports the learning and engagement of Minnesota youth in summer academic and enrichment programs at partner organizations. The Fellow is trained to implement and support activities designed to address the effects of disruptions to children's academic and social lives caused by COVID-19. This is an AmeriCorps service member position with the AmeriCorps program, Summer Impact Corps.

Essential Functions

Main Service Activities

- Assist site staff with implementing fun, inclusive, and appropriate youth summer learning and enrichment activities.
- Support family engagement activities as assigned through high quality family engagement strategies at site. Connect families with resources to support youth learning, health, and stability.
- Increase youth engagement in programming and learning activities. Provide participating youth with encouragement and affirmation. Assist youth with program registration.
- Develop appropriate and encouraging relationships with youth engaged in programming. Assist sites with meeting the social, emotional, and mental health needs of youth engaged in program.
- Follow all required safety procedures at the service site. Assist site staff with implementing safety procedures for youth.
- Actively participate in onboarding training and ongoing professional development.
- Provide complete, accurate, and timely documentation of youth weekly learning and engagement data. Conduct assessments as assigned with a high level of accuracy.
- For members with a high school diploma or equivalent: Assist and encourage youth in improving their math and/or reading skills and abilities. As assigned, conduct tutoring sessions with a caseload of youth using scripted, evidence-based strategies provided by the program.

Communication

- Practices inclusive and thoughtful behavior in building rapport with program participants, site stakeholders and program staff; maintains professional boundaries.
- Communicate regularly and effectively with program staff and site personnel.
- Report data in online systems in a timely and accurate manner.

Attendance

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions; travel as necessary.
- Represent Ampact at site-sponsored activities (e.g., family night) and provide education about AmeriCorps and youth learning. Recruit community volunteers to participate in site-based events or programming.



- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

Minimum Qualifications

- Must be 17 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent before tutoring any program participants.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Positions that require driving will require a valid driver's license and ability to pass a driving record check. Some positions require access to a personal vehicle for transportation.
- Basic computer skills, including the ability to navigate online systems and email.

Physical Requirements

- Some positions are primarily based in an office setting and require sitting, standing, and operating a computer and telephone.
- Some positions may require light to moderate lifting, bending, stooping, pulling, kneeling, carrying, and use of hand tools up to 30 lbs.

Ampact will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, familial status, military service, or any other category protected by law.

Reasonable accommodations provided upon request. This document is available in alternative formats