



Position Title: VOCAL AmeriCorps After-School Program Coordinator

Reports to: Volunteer Services Manager

Principle Working Relationships: Volunteer Services Manager, Immigrant Family Services Manager, School Services Coordinator

Office Location: DuPage (Carol Stream, IL)

Member Impact: The VOCAL AmeriCorps After-School Program Coordinator will expand the base of community and faith-based volunteers serving in after-school programs offered to limited-English proficiency K-12 students in DuPage County communities with the goal of empowering community groups and faith-based groups to take on primary responsibility for operating after-school programs.

Member Tasks:

- Serve as a tutor for limited English proficient K-12 students in after-school programs
- Maintain records of student participation and progress
- Assist in volunteer recruitment and training
- Assist in equipping volunteer groups to take over operations for after-school programs
- Assist in communication with and support for volunteers serving in after-school programs
- Prepare and submit monthly program reports and other reports, as requested by World Relief and VOCAL staff
- Attend quarterly 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
- Strong communication 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 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
- Meet the minimum 900 service hours; approximately 20 hours/week
- Flexible to serve some non-business hours