



# AmeriCorps Member Position Description

Urban Restoration Enhancement Corporation



**Member Position / Title:** Program Development Coordinator      **# of Member Slots in this Position:** 1

**Member Immediate Supervisor Name:** Kathryn Robinson **Days / Hours of Service:** Monday – Friday  
10:00 – 6:00

**Member Immediate Supervisor Title:** Program Director

**Partner Organization Name:** Urban Restoration Enhancement Corporation

**Address:** 7732 Goodwood Boulevard Suite 204      **City:** Baton Rouge, LA      **Zip Code:** 70806

**Website:** www.urecbr.com

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**Organization/Agency Mission and/or Goals:** Urban Restoration Enhancement Corporation (UREC) is a non-profit community development organization that serves the Greater Baton Rouge Area with the purpose of Building Today’s Communities for Tomorrow. UREC realizes this purpose by fulfilling its mission—“Transforming communities by investing in people and restoring neighborhoods.” We fulfill our mission by sponsoring innovative community development projects in the areas of:

1. Affordable Housing:
  - Community housing development organization
  - Multi-family property management services
  - Housing and Credit Counseling Agency
  - Nonprofit Consulting Services for Affordable Housing Development
2. Human Development:
  - After-school and summer enrichment programs for students in grades K-12
3. Community Engagement:
  - Advocacy and community engagement initiatives
  - Educational workshops

**Program Mission and/or Goals:**

UREC has received funding from the Louisiana Department of Education through a 21<sup>st</sup> Century Community Learning Center (CCLC) grant for both elementary and high school programs. UREC’s elementary program is housed within the Glen Oaks Park Elementary School (GOPES) and focuses on offering remediation education to strengthen student proficiency rates with a focus on STEAM (science, technology, engineering, arts, mathematics)-related enrichment activities. The high school program operates out of the Southern University College of Business (SUCOB) and focuses on college and career readiness and ACT preparation to improve the number of students graduating with the minimum proficiency needed to be successful in college and their future careers.

**Community Need:**

UREC’s 21<sup>st</sup> CCLC programs in East Baton Rouge parish offer services to students living in north Baton Rouge. This targeted community suffers from disproportionate higher rates of concentrated

poverty based upon national studies conducted by the Brookings Institute and Urban Institute. According to these studies, Baton Rouge is ranked 5th for concentrated poverty with the poorest neighborhoods in Baton Rouge situated north of Florida Boulevard.

The programs operate at Glen Oaks Park Elementary School (GOPES) and Southern University College of Business (SUCOB). (The SUCOB site is open to all Baton Rouge area high school student, but targets students attending north Baton Rouge high schools primarily Scotlandville Magnet High School and Glen Oaks High School.) Each of the schools targeted for services has a high percentage of students from low income families. At GOPES, ninety-two percent of students qualify for free and reduced lunch and are considered 'economically disadvantaged.' At Scotlandville Magnet High School, eighty-five percent of students qualify for free and reduced lunch and are considered 'economically disadvantaged.' At Glen Oaks High School, ninety-three percent of students qualify for free and reduced lunch and are considered 'economically disadvantaged.' This is based upon data taken from each school's 2015 Report Cards.

Access to a quality public education is widely considered an effective long term solution for reducing concentrated poverty. The moderate and low scores of schools in these areas indicate that there is an opportunity for additional improvement. Our program seeks to support these schools in improving their overall performance and thereby ensuring promising futures for the students who attend.

Lastly, a 2015 Center for Planning Excellence report found that about 2.3 million working age adults in Louisiana do not have the basic skills to meet our future workforce demands. If youth in north Baton Rouge are not receiving the best education, it will be very difficult for them to find adequate future employment. This further exacerbates our local workforce challenges and increases the likelihood of future generations living in poverty.

**Member Position Summary:**

The Program Development Coordinator will support the redesign of our high school afterschool program institutes which will focus on college and career readiness. Redesign efforts will be based upon feedback from this past school year's programming in order to continuously improve our services. S/he will also contribute to an update of our elementary school afterschool program which has required modifications due to programming changes due to school flooding and the loss of materials and supplies.

**Necessary Training or Training Plan to be implemented prior to Member Placement:**

N/A

**Member Impact:**

The corps member will be instrumental to the redesign and development of the programs and their effective implementation. The measurable goals will be based upon meeting our student recruitment and attendance numbers of students served by these programs. We are currently prepared to service 120 students through both programs for the upcoming year. The corps member will also be instrumental in creating a program around the cultivation and maintenance of our volunteers/community partners/guest speakers where we have extremely limited capacity.

**Essential Functions of Position:**

1. Support the development of guidelines, curriculum, timelines, policies and procedures and tracking systems, etc. in order to pilot high school afterschool program institutes and an updated elementary afterschool STEAM program
2. Support student recruitment efforts for the programs and the creation of corresponding recruitment materials and collateral
3. Support the cultivation of relationships with potential community partners/volunteers/guest speakers and maintain existing ones
  - o recruit and manage volunteers
  - o create volunteer position descriptions
  - o create volunteer training curriculum
  - o train volunteers
  - o set up (design, implement) systems to track and manage volunteers and volunteer hours
  - o supervise and communicate timely with volunteers
  - o organize reward celebrations of volunteers
4. Provide day-to-day program operations for the high school afterschool program institutes
  - o ensure safe arrival/dismissal of and overall learning environment for students
  - o ensure materials/supplies/room necessary for program are ready and available
  - o ensure documentation for student and staff sign in/sign out is recorded and submitted
  - o work collaboratively with all site personnel to address day to day situations that come up and inform supervisor of any problems
5. Support the evaluation of the pilot programs' effectiveness (e.g., surveys, focus groups, advisory board) and identify areas for improvement

**Required Knowledge, Skills, and Abilities**

- Knowledge of curriculum development
- Strong communication and presentation skills, both written and verbal
- Strong interpersonal skills with demonstrated ability to work well with youth and adults
- Demonstrated problem solving skills
- Excellent organizational and record-keeping skills
- Good general computer skills including databases, Word, Excel, Powerpoint and Outlook
- Valid driver license

**Required Academic and Experience Qualifications:**

Have a college degree or attended some college, have a high school diploma or GED; Previous experiences with service, tutoring, mentoring or leadership strengthens candidacy