

## **True North AmeriCorps Program Overview:**

True North AmeriCorps' (TNAC) mission is "to enhance the future success of at-risk children by increasing the number of positive adults in their lives". TNAC builds developmental and academic assets through high quality, structured mentoring, tutoring, and out of school youth programs serving at-risk children in grades K-8. TNAC will provide mentors, tutors and volunteers in Duluth Minnesota and 10 surrounding counties.

### **After-School Program Coordinator Position Description (Full-time, 1740 hours)**

**Partner Site Agency:** Hartley Nature Center  
**Site Supervisor:** Peter Gravett  
**Address, Phone, e-mail:** 3001 Woodland Avenue  
Duluth, MN 55803  
(218) 724-6735  
[pgravett@hartleynature.org](mailto:pgravett@hartleynature.org)

**Start Date:** 9-1-10  
**End Date:** 8-31-11  
**Salary:** \$11,800 Stipend, and \$5300 Education stipend.  
**Purpose of the position:**

Serve as primary point of contact for collaborating agencies within our after-school program. Provide environmental education and service-learning opportunities for local at-risk youth after-school, on weekends, and to a lesser extent during the school day.

#### **Position scheduling:**

Days: Monday- Friday + a minimum of 1 Saturday/month

Hours: 8:00-4:30 adjusted to accommodate afternoon/evening programming load (i.e. later start or compensatory time off at later date)

#### **Requirements:**

- High school graduate, GED recipient or agreement to complete a GED.
- US citizen, US national, or lawful permanent resident alien.
- Final candidates will be required to successfully pass a criminal background check.
- Before being officially enrolled in the True North Americorp program.

#### **Benefits:**

- Education award upon successful completion of program.
- Modest living allowance on the 15<sup>th</sup> and last day of each month of service.
- Student loan forbearance on qualifying student loans.
- Basic health insurance.
- Childcare assistance.
- Duluth Area Family YMCA membership.
- Leadership skills.
- Skills in volunteer management.
- \$250 stipend for lifeguard training and attendance at the 3-day Minnesota Naturalist's Association Conference. Remaining funds may be used for other applicable conferences, workshops, computer skills training and/or mileage reimbursement for Americorps events.
- On-site staff training opportunities including bird banding and biological monitoring.
- Mileage reimbursement for HNC programming.
- Personal use of HNC recreational equipment on-site (snowshoes, skis).

**Desirable Characteristics:**

- Ability to interact with others and build positive relationships.
- Volunteer experience and a desire to develop a strong ethic of service.
- Skills or desire to build strong youth, adult and community collaborations.
- Has initiative to see and follow through with “next steps” to be taken.
- A high degree of self motivation in completing projects.
- A high degree of flexibility to serve diverse audiences in various settings.
- Creativity in program design and implementation.
- Patience in working with youth with different levels of comfort and skill in the outdoors.
- The ability to multi-task while serving in a multi-faceted role.
- College degree, preferably in environmental education, recreation, biology, environmental studies, education, or related fields. Applicants must have prior experience working with children.
- Environmental center or summer camp work history.

**Essential Functions:**

- Plan, organize and coordinate in school and /or out of school youth programs focusing on K-8<sup>th</sup> grade.
- Complete necessary evaluation components that measure academic and/or developmental asset gains in youth.
- Recruit and engage volunteers of all ages in service, developing one-time service projects and creating ongoing volunteer opportunities.
- Complete five civic engagement activities including Semester of Service Project.
- Participate in all True North Americorp required trainings, retreats, and assignments.
- Communicate regularly with site supervisor, program staff, and TNAC Program Coordinator.
- Maintain and establish new after-school program collaborations for at-risk students.
- Teach after school and evening environmental education programs for youth on-site or at appropriate sites in the community
- Handle coordination and implementation of after-school service projects.
- Lead groups of youth and adult volunteers in park stewardship efforts including trail work, ecological monitoring and restoration.
- Develop Saturday morning youth service opportunities open for public participation.
- Teach weekend environmental education programs those same Saturdays for groups arranged by reservation.
- Teach environmental education lessons for HNC's comprehensive Year of Homeschool program. (8-9 monthly sessions with the same students)
- Function in a support role with school outreach initiatives at area classrooms and school forests.
- Assist with special events, including Youth Outdoor Expo and Candlelight Ski, Skate and Snowshoe.
- Assist and/or lead trainings in service learning for local educators and youth workers.
- Teach environmental education programs to visiting school groups.
- Participate monthly in Park Stewardship Program Committee meetings of the HNC Board of Directors.
- Participate on an as needed basis in the Program Committee meetings of the HNC Board of Directors.
- Teach intensive weeklong summer nature camps for area youth.

**Secondary Functions:**

- Participate in site sponsored activities and trainings.
- Building community collaboration through committees and partnerships.

**Site Specific Functions:**

- Occasional administrative/office tasks
- Program equipment repair and replacement

**Please Note:**

- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply.
- True North Americorp provides reasonable accommodation for qualified individuals upon request.
- This document is available in alternative formats.

