



In-Real Life Member Job Description

Asheville City Schools Foundation Job Description for Project POWER AmeriCorps
Member at In-Real-Life Afterschool

Program: In Real Life

Position Title: Project POWER AmeriCorps Member

Hours:

- 40-42 hours per week
 - IRL & ACSF currently does in person work but note that we will work from home if needed due to COVID-19
- 1700 hours over a 12-month term

Reports To:

- Marilee Woodard, IRL Program Coordinator
- Gregory Hall II, IRL Program Director

Schedule:

Monday-Thursday 10:00am-6:00pm during program days, or 8:30am-4:30pm when programs are not being held, and Fridays 8:30am-4:30pm. These hours may change if there is an AmeriCorps event or meeting. Some evenings and weekend availability may be needed to support special events or activities.

Office Location :

- Asheville Middle School, 211 S. French Broad Ave., Asheville, NC 28801
- Montford North Star Academy, 90 Montford Ave., Asheville, NC 28801
- Asheville City Schools Foundation, 43 College Place Suite 312., Asheville, NC 28801

Position Summary

IRL's Project Power member's service will serve the Social, Emotional and Academic needs of a large heterogeneous group of 250 students by facilitating and supporting

high-quality after-school programming as well as collaborating with IRL team members to provide wrap around services during the school day to a small cohort of IRL students. In service to our students, the member will learn the fundamentals of youth development, community-wide coordination, and fostering a fun, loving, and safe culture that promotes growth and collaboration.

As a trained member of the IRL staff, the member will be empowered and qualified to engage work with providers and model effective youth development practices while also collaborating with our high school interns during and after programming. IRL offers a wide range of enrichment activities that will cultivate a love for learning. The member will check in with students in different settings including class, lunch, and after-school. Student engagement in enrichment activities is bolstered by forming authentic and intentional relationships the member develops over the course of the Year.

IRL will serve 250 unduplicated young teens in 2022-2023. Project Power members form strong relationships with over 100 of these young teens over the course of the two program sessions and will be expected to have a familiarity with all the students participating in IRL.

Additional Responsibilities:

- Assist IRL Program Coordinator with attendance collection for IRL programs
 - Work with the IRL Program Coordinator to collect attendance data
 - Prepare and update attendance sheets and clipboards each day before programming.
 - Work with the IRL Program Coordinator to develop and implement attendance follow ups with absent after school students during the school day.
- Assist IRL team with student registration before each IRL session begins
- Assist IRL team with marketing and advertising
- Assisting IRL team with IRL presentations, tours, grant reporting
- Supporting IRL team with data collection & entry
 - Registration
 - EWRS (Early Warning Response Dashboard)
- Academic Enrichment Data Tracking:
 - Provide quarterly reports on academic successes of IRL students
- Bus Training/Driving:

- 14-passenger mini bus
- Driving between Asheville Middle School and Montford North Star
- Driving to designated field trips in Asheville, NC
- Snack:
 - Attending a school district training on how to properly distribute and document after school snack for students
- Parent Engagement and Communication:
 - Phone calls, email, events, and in-person
 - Following up with parents on student behavior
- Assisting IRL Service Providers:
 - Substituting for an IRL program if needed
- One-on-one and small group student literacy development:
- Conducting Service Learning Project:
 - Design 8-week project to connect a community need to IRL students

IRL's Desires for the next AmeriCorps Member:

- Strong equity lens
- Knowledge of Asheville or Asheville City Schools District
- Willingness to learn, be challenged and grow
- Passion for social justice and social change
- Youth centered mindset
- Fun!
- Can work well in teams & communicate effectively
- Adaptability/flexibility
- Interested in community building
- Positive attitude
- Ability to manage time efficiently, especially in a fast-paced setting
- Personable, approachable
- High integrity
- Solutions oriented
- Love, passion, and vision-driven

If your interested in applying:

1. Check out [acsf.org](https://www.acsf.org) to learn about the Asheville City Schools Foundation, IRL, and other programs.
2. Check out our SEL handbook “Real Skills for Real Life” to see our approach for working with students located on our website