

AmeriCorps Service Member Job Description Maker Space Coordinator

I. GENERAL SUMMARY:

- Part-time AmeriCorps member (900 hours) will serve in school-based and community-based host sites developing and strengthening youth development programs (virtually and in-person) for Iowa youth. Through partnerships with a variety of community entities and volunteers, members' service positions will be targeted toward ensuring that children and youth have high-quality positive youth development opportunities. For example, the service members will direct youth development activities and summer youth development activities. In partnership with a variety of community volunteers and entities including local businesses, agencies, organizations, and institutions, members may develop enrichment activities to strengthen and sustain out-of-school programming and fulfill the goals of the AmeriCorps 4-H Outreach Program, emphasizing the 4-H priorities of Healthy Living, Science Technology Engineering and Mathematics (STEM), Citizenship and Leadership, and Communication and the Arts.
- This position will have regular, scheduled, and anticipated access to vulnerable populations (children and youth).

II. ESSENTIAL FUNCTIONS:

- Become the resident "expert" on using the Maker Space equipment and develop simplified how-to guides for each machine.
- Provide training to staff, 4-H volunteers, and youth as needed in the safe use of equipment and machinery. Provide troubleshooting when necessary, research additions and replacements as appropriate, and coordinate implementation with county staff.
- In cooperation with county extension staff, organize, promote, and lead educational programs focused on various skills, tools, equipment, and the process of making. This includes workshops, after-school programs, weekly open work sessions, summer camps, and more.
- Plan, promote and execute weekly open work sessions for 4-H members.
- Support youth using the Maker Space to promote creativity and innovation, safe work practices, proper material/equipment selection, and use.
- Manage maintenance and operations of all Maker Space equipment and machinery.
- Work with the County Youth Coordinator and Youth Program Specialist to develop guidelines for the Maker Space and a code of conduct agreement.
- Develop a Maker Space inventory and ensure materials and/or equipment are stocked and ordered as needed.
- Provide educational, nurturing and safe supervised environments for elementary, middle school and/or high school students.
- Complete contract service hours and site-specific responsibilities within twelve-months of the member's enrollment date or within the contracted time frame. Vacation, holidays and sick time does not count toward hours needed to complete your service.

- Assist the county staff in recruiting elementary, middle and high school students to enroll in Maker-Space and other 4-H Youth Development programs.
- Recruit, manage, and train community volunteers to assist with Maker Space program offerings.
- Assist the site supervisor in addressing each of the AmeriCorps program's programming objectives/performance measures.
- Document, collect, and report quantitative and qualitative impact data for quarterly progress reports and monthly great stories.
- Accurately and professionally, discuss with community partners and volunteers the objectives of the AmeriCorps program, positive youth development, and site-specific objectives.
- Attend mandatory state level face-to-face trainings facilitated by the Program Director; complete training in all required topics at face-to-face state or local training events or online courses.
- Attend mandatory local training opportunities including Mandatory Reporting of Child Abuse, CPR and First Aid, host site and program orientation, and tutoring techniques.
- Engage in additional allowable activities that support the AmeriCorps program design and which help the program meet its goals as outlined in the approved AmeriCorps application. In no circumstance will members be asked or allowed to perform prohibited activities.

III. ADDITIONAL DUTIES/RESPONSIBILITIES:

- Read and ask questions regarding the behavioral expectations and policies outlined in the AmeriCorps Member Contract and Policies document prior to signing the form.
- As needed, ask the site supervisor and Program Director for reasonable accommodations.
- Accurately complete and submit enrollment paperwork to the site supervisor.
- Accurately complete and submit monthly time logs by the 5th of each month.
- Provide transportation to and from service host site and programming activities.
- Wear official identity items such as nametag, T-shirts, and lapel pins during AmeriCorps service.
- Participate in six-month and end-of-term performance reviews with the site supervisor.
- Notify the site supervisor when going to be absent from the service host site.
- Keep a file of all verbal and written warnings and suspensions given by the site supervisor and/or Program Director for inappropriate behavior.
- Obtain and organize all supplies prior to the beginning of programming activities.
- Meet weekly with site supervisor and/or CYC to discuss Maker Space progress, opportunities, and issues.
- Represent the AmeriCorps 4H Outreach Program, Iowa 4-H Youth Development Program, and host site in a professional manner.

IV. SITE SPECIFIC DUTIES/RESPONSIBILITIES:

- Follow all county fiscal and personnel policies
- Provide monthly reports to extension council members about ongoing and completed activities.

V. ENGAGEMENT IN ADDITIONAL SERVICE PROJECTS:

- Participate in days of service including Martin Luther King Day and AmeriCorps Week.
- Service project descriptions will be submitted to the site supervisor and Program Director in advance to ensure compliance with prohibited activities policy.
- May on occasion participate in youth development activities hosted by other community agencies. Such activities must be approved, in advance, by the Site Supervisor

VI. PRINCIPAL WORKING RELATIONSHIPS:

- Program Director/Assistant Program Director - The AmeriCorps 4H Outreach Program Director has the final word in recruiting and exiting AmeriCorps members from their service contracts. Members and site supervisors are expected to keep consistent and on-going communication with the Program Director throughout the programming year. The Program Director is available to members by phone, e-mail, and in-person to answer any program-related questions.
- Site Supervisor - Site supervisors provide local level and daily supervision of members. In consultation with the Program Director, site supervisors can recruit and exit members from their service contracts. If issues arise regarding a member's service position and corresponding responsibilities, members should speak with site supervisors first, followed by the Program Director.
- County Extension Staff Staff, Volunteers, Community Partners, Students' Legal Guardians, Fellow AmeriCorps Members - AmeriCorps members will work on a daily and weekly basis with a variety of staff, volunteers, community partners, students' legal guardians, and fellow AmeriCorps members. At all times, AmeriCorps members are required to act in a safe, respectful, professional, and team-oriented manner with the program's support and volunteer partners.

VII. KNOWLEDGE, SKILLS, ABILITIES:

- Experience working with youth and enjoyment of working with youth.
- Interest and experience in technology and making-activities, including but not limited to woodworking, sewing, 3-D printing, engraving, robotics, etc.
- Experience in the areas of STEM, education, youth development, or related fields.
- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
- Strong verbal and written communication skills.
- Outgoing and personable nature.
- Adaptable, practical, energetic, and intrinsically motivated.
- Professional, respectful, and positive attitude.
- Ability and willingness to work in a team setting and to promote collaboration.
- Ability and willingness to develop innovative and creative approaches to assigned responsibilities.
- Must be certified in CPR and First Aid or be willing to become certified in CPR and First Aid.
- Ability and willingness to work flexible hours, including occasional evenings and weekends.
- Ability to use a computer for e-mail communication, online reporting (monthly time reports, quarterly impact data), and preparing monthly great stories or semi-annual reflections.

VIII. QUALIFICATION/TERMS OF ELIGIBILITY:

- Must be U.S. citizen or U.S. national or a lawful permanent resident alien of the U.S.
- Must be at least 17 years of age.
- Must have a high school diploma or GED or agree to obtain one before using the education award.
- Must have valid driver's license and reliable transportation

IX. WORKING CONDITIONS:

- Service programming takes place primarily in school, faith-based buildings and grounds, and community-based organizations but also includes enrichment field trips in the host site community and surrounding communities. State level sponsored member training and conferences take place in central Iowa, primarily in the cities of Ames and Des Moines.

X. PHYSICAL, EMOTIONAL, AND INTELLECTUAL DEMANDS:

- Service positions require members to frequently balance, bend, climb, grasp, kneel, reach, sit, squat, stand, stoop, twist, walk, and write daily. Members must also be able to occasionally lift and carry light to medium loads of 10 – 50 pounds and be able to occasionally pull and push loads of 10 – 50 pounds.
- Given the expansive developmental age range of students in members’ care and under their supervision, members must be able to appropriately respond emotionally and intellectually to students’ occasional inappropriate verbal, written, and physical forms of expression.

XI. EQUIPMENT USED:

- Equipment use by members in this service position is minimal and corresponds primarily to Maker Space-specific equipment such as woodworking, sewing, printing, and etching equipment.

XII. REPORTS TO:

- Cindy Hall, Regional Director and Wapello County Extension Council

XIII. PERFORMANCE EVALUATION:

- The site supervisor will conduct member performance evaluations of the above responsibilities and duties at the six-month point and at the end of members’ terms of service.

XIV. BENEFITS OF AMERICORPS MEMBERSHIP:

- Receive monthly living allowance.
- Receive education award on successful completion of term of service.
- Opportunity to receive forbearance on qualified student loans during term of service
- Family Medical Leave.
- Collaborate with a variety of community and state partners.
- Post-service job referrals by networking with community and state partners.
- Gain hands-on experience working with youth.
- Gain hands-on experience recruiting and managing volunteers.
- Gain hands-on experience organizing community service-learning events.

XV. PROHIBITED ACTIVITIES:

- While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff, members and volunteers may not engage in or support any activities detailed in Attachment A of the AmeriCorps 4-H Outreach Member Service Agreement. EOE

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AmeriCorps Service Member