



POSITION DESCRIPTION

Position:	Marshfield Clinic Health System AmeriCorps Afterschool Position
Reports to:	Director of Operations
Location:	344 Broadway St. Berlin, WI
Wage:	\$549 every two weeks plus benefits 35/40 hours per week

Job Summary:

The Boys and Girls Club of the Tri-County Area is seeking qualified staff member to work with youth in a school setting along with an after school program setting. Staff members are required to plan, implement, supervise, and evaluate programs and activities provided in a specific program area; such as education, technology, arts and crafts, physical educations/sports, and health and wellness.

Qualifications:

- Members must be at least 19 years of age by their start date (September 14 or October 12 start dates)
- Members must have a HS Diploma or GED certificate.
- Members must be able to pass a criminal, FBI and DMV background check.
- Members **MUST** attend orientation on September 14-18, 2020 AND midterm training on January 13-15, 2021. Members cannot leave at any time during the training sessions.
- Members must accept position as a full-time priority over other jobs and be able to complete 1700 or 900 hours of service.
- This is a one-year commitment from September until August.

Job Responsibilities:

- Create an environment that facilitates the achievement of Youth Development Outcomes and attracts members with appropriate displays, information and recognition.
- Foster fun & creativity in a high energy, fast-paced environment.
- Promote and stimulate program participation in all areas.
- Encourage new member registration.
- Provide guidance and role modeling to members.
- Effectively implement and administer programs, services and activities as assigned, for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance, and cleanliness of the unit at all times.
- Prepare periodic activity & outcome measurement reports.
- May participate in special programs and/or events outside of typical work hours.
- Mandated child abuse reporter.

Physical and Mental Requirements:

- Will be able to interact physically with children during program activities.
- Ability to sit or stand for long periods of time.
- Must be able to think clearly and concisely.
- Must be able to function in a loud environment with high energy interacting with multiple-aged members.
- Must be able to work in a variety of environments, including outdoor activities possible trip assignments.

Benefits:

- Living allowance paid every two weeks during term of service. Payments are as follows:
 - a. SEPT 14 start date:
 - i. Full-time - \$549
 - ii. Half-time - \$274
 - b. October 12 start date:
 - i. Full-time - \$594 (rate of pay may be higher but they have less time to accomplish their hours)
 - ii. Half-time - \$297 (rate of pay may be higher but they have less time to accomplish their hours)
- Payable every two weeks. Final payroll is determined by member's tax status.
- Education award of \$6,195 (full-time) or \$3,097.50 (half-time) is provided upon successful completion of service.
- Childcare assistance is available to full-time members only and is based on household income eligibility (information provided on request). If this is a requirement for an individual to have this benefit in order to serve.
- Basic individual health, dental and vision insurance is available to full-time members only. No family plan.
- All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
- Mileage, meals and housing are provided for all required MCHS AmeriCorps trainings and events.
- MCHS AmeriCorps service gear provided by program.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____
Incumbent Date

Approved by: _____
Supervisor Date

Reviewed by: _____
CEO Date