

## Refugee Youth Program Assistant, Part-time (AmeriCorps)

Service Period: September 2023 – August 2024

The Program Assistant will provide direct services to refugee students and parents participating in the youth program. Additionally, the Program Assistant will work closely with the Volunteer Coordinator, Case Coordinators, and youth program staff to recruit, train, supervise, and retain volunteers.

Primary Functions include:

- Plan, lead, and oversee youth after-school activities to be carried out by volunteers
- Identify and enroll students/families in youth educational services
- Maintain service documentation and reports of services provided to clients
- Keep site supervisor informed of special client needs, frustrations, successes, and/or failures as pertinent in case progress toward self-sufficiency
- Maintain attendance record of volunteers, volunteer hours, and daily activity logs
- Participate in outreach activities to engage and educate community members and encourage volunteerism
- Document and submit monthly reports of education services (i.e. tutoring, mentoring, homework assistance, etc.).
- Communicate with parents regarding their child(ren)'s progress through home visits.
- Ensure communication occurs between parents with school staff and teachers.
- Educate parents on U.S. educational cultural norms one-on-one.
- Connect parents and the local school to address student development and student concerns through visits to the school.
- Meet with students on a continuous basis to provide individualized tutoring and support.
- Recruit, train, and manage volunteers to assist with the Youth Program and Refugee Mentorship Program
- Conduct Disaster Preparedness workshop(s) for a total minimum of 15 participants
- Manage special projects for program participants as needed, such as pen pals, school registration, Imagination Library, holiday parties, etc.
- Assist with transportation of students to/from programming, including in agency minibus and minivans.

### Minimum Requirements:

- Must be at least 18 years old
- Have a high school diploma or GED
- Have written and spoken proficiency in English
- Have computer skills
- A valid driver's license and car insurance
- Access to a vehicle to transport clients, as needed
- Experience working with diverse cultures, particularly immigrants and refugees, preferred

This is a part-time AmeriCorps position with a 1-year contract period. Available benefits are:

1. Interpreter Training (for bilingual members)
2. Forbearance (Payment Waiver) for outstanding student loans
3. Interest Accrual Payment by the Corporation for National and Community Service
4. Education Award (equivalent to the Pell Grant as determined by CNCS)
5. Mileage reimbursement at state rate per each training attended
6. Stipend, paid in monthly installments

Please refer to the AmeriCorps ACCESS website for more information on the AmeriCorps ACCESS application and requirements. <https://cnnc.uncg.edu/apply/>