

The Milwaukee Public Library seeks to contract services for the following year-round position:

AmeriCorps Program Coordinator

Program Coordinators at the Milwaukee Public Library will work to develop and launch a new, highly innovative AmeriCorps Program in Milwaukee - the first-ever AmeriCorps program to be housed in a public library system. The AmeriCorps program will support young people in Milwaukee at library branch locations, partner schools, and youth serving community organizations. During the current planning grant phase, Program Coordinators will focus on developing a successful program model, creating curriculum, and establishing relationships with school and library partners. When the full program is rolled out in 2022, Program Coordinators will work to hire AmeriCorps members and assume supervisory roles while facilitating on-going member training and regular member meetings.

30% Prepare for, Hire, and Supervise AmeriCorps Members

Program Coordinators will prepare for hiring AmeriCorps Members, establishing onboarding and training protocols. They will recruit, interview, and onboard AmeriCorps Members. When the full AmeriCorps program launches in 2022, Program Coordinators will support the day-to-day programming activities of AmeriCorps members at their work sites, including biweekly meetings with members, curriculum review, observations of programming, weekly training, and quarterly evaluations.

30% Program/Curriculum Development and Program Evaluation

During the planning grant phase, Program Coordinators will focus on program and curriculum development to prepare for the launch of the full AmeriCorps program. Construct and create lesson plans for AmeriCorps members to carry out within school settings and after-school programming at library branch locations. During the planning grant phase, Program Coordinators will test curriculum with students in select schools and at select library locations. They will outline, plan, and deliver an Orientation Week and training throughout the year, and they will plan professional development opportunities and coordinate for larger library events.

10% Identify/Maintain External Partner Relationships

A crucial part of the work for a Program Coordinator is developing and maintaining strong high-quality relationships with leaders at our school sites. Our Program Coordinators will visit each school site for the AmeriCorps members they supervise at least once per month and have quarterly check-in meetings with school contacts. In addition, Program Coordinators will meet regularly with library staff at branch locations. Program Coordinators will assist in facilitating both internal and external advisory committees to support the work of the AmeriCorps team.

10% Maintain Internal Partner Relationships

Of equal importance is maintaining a strong relationship with staff at MPL branch locations. With our AmeriCorps members delivering programming for young people during after-school time, Program Coordinators will work directly with librarians and MPL staff on programming and they will coordinate on how to best serve library patrons at MPL branch locations.

10% Facilitate Trainings and Weekly Meetings

The Program Coordinators will plan and execute the facilitation of most training and weekly meetings for AmeriCorps members throughout the year.

5% Professional Development

Attend Serve Wisconsin trainings and engage in other professional development opportunities on how to best support AmeriCorps members and serve youth in Milwaukee.

5% Reporting/Data Analysis

Review and assess impact data captured by AmeriCorps members, working with an established logic model in concert with a hired third party evaluator.

5% Other duties as assigned.

Qualifications

Education and Experience:

- A Bachelor's degree in related field; or Associates degree plus five years of youth work and program development/implementation; or at least seven years of youth work and program development/implementation experience.
- Master's Degree preferred.
- 3 + years of professional experience in youth program development and implementation with a proven track record of building community partnerships

Required Knowledge, Skills, and Abilities:

- Demonstrated experience developing engaging, innovative standards-aligned curriculum for students K-8 and/or High School
- Proven passion for leadership development and ability to provide a high-quality experience for the AmeriCorps members
- Strong management abilities with significant experience managing people and programs
- Able to develop rapport with peers, parents, and community partners
- Able to work both independently and in a team
- Advanced project management skills
- Skilled in time management, organization, and written and verbal communication
- Demonstrated commitment to social, racial, economic, and restorative justice
- Proven ability to work with diverse populations
- Proven record of collaborating with external organizations and the community.
- Strong computer skills, including demonstrated proficiency in Microsoft Office products
- Ability to focus clearly on outcomes and impact
- Strong attention to detail and the ability to effectively multi-task
- Willingness to work some evenings and weekends
- Flexibility is required

Successful candidates will work 40 hours per week. Compensation is \$26 per hour. The library contracts through a local employment agency. This is not currently a City of Milwaukee position. Please note that the AmeriCorps Program Coordinator may become a City of Milwaukee position on September 1, 2021, at which time a different compensation package will be offered.

Submit resume with cover letter plus the name and email of three references (including at least two past or present supervisors) to librarynow@milwaukee.gov Applications will be accepted through **Sunday, April 18, 2021.**