



Our mission at Beyond School is to prepare students to enter high school with the social, emotional, and academic tools needed to be successful while in high school and beyond.

The goal of Beyond School is to provide a dynamic support system to ensure our students graduate high school prepared for and motivated to seek post-secondary education.

The Associate ACM position is responsible for helping to create and implement a high quality Beyond School Program. This in-office/in-person, part-time position requires someone who is skilled not only with communication, scheduling, and logistics, but also is able to connect with students and families, alike. The primary focus of the Associate's work with scholars revolves around the scholars' academic and social/emotional growth and getting them to cultivate habits that will result in life-long success. They must be able to respond with positive, appropriate behavior, even in frustrating situations with at-risk youth. The Associate reports to the Beyond School Site Coordinator. This person must be willing to take direction, voice ideas in a respectful manner, and function as a team member with other Beyond School team members.

Beyond School Associate ACM

Responsibilities

- Participate in Beyond School Team meetings and Professional Development/Service Trainings to develop and implement a high-quality program
- Service hours include: Beyond School Program time 3:00-6:15, Monday-Friday; hours outside of direct service program times performed in-office and used for planning, admin, transportation and meetings, requiring ~15-18 hrs/wk until early July; flexibly 2:30 p.m.-6:45 p.m. Monday-Friday (may serve 3-5 days/week, but must serve ~15-18 hours total/week)
- Foster a safe, respectful, and welcoming environment for our scholars, parents, staff, and volunteers
- Work with team to implement the Beyond School Culture Manual policies
 - Uphold Beyond School scholar expectations
 - Serve with fellow Beyond School team members as a consistent and fair disciplinarian for our scholars
- Communicate regularly, effectively, and kindly with parents
- Attend open houses/parent conferences/parent events, including Family Nights
- Internalize and exhibit the Beyond School Mission
- Support and help complete all daily tasks that must be implemented for Beyond School
- Guide and encourage volunteers serving in order to maximize scholar growth
- Transport students and supplies as needed, including transporting students home and to enrichment/community service opportunities as well as deliveries to students/families
- Obtain Class E driver's license
- Lead snack distribution and record keeping for snack in accordance with grant requirements
- Lead teach at least one Enrichment class
- Co-facilitate Crew Times
- Provide coverage for a crew when Success Coaches are absent
- As part of the Mission: St. Louis and AmeriCorps team, participate in activities, events, and various office-related duties as needed, including some weekend activities
- As a part of the Beyond School team, work on various projects as needed
- Attend school wide activities such as recitals and sporting events

Ideal Qualifications:

- Previous experience teaching and/or managing programs for inner city students
- Class E driver's license and automobile to transport students
- Passion for and commitment to service
- Commitment to serve 15-20 hours a week
- Excellent written and verbal communication skills

Skills

Kids don't scare you.

Not only do you like kids, but you're able to manage them well...even on the off chance that they're not listening or behaving. (Do kids ever do that?)

You are very flexible, even with last minute changes.

You have plans, but you are ready to adjust as needed when unforeseen obstacles arise.

You can bridge communities of different types of people.

You are not only comfortable with different types of people, you understand how to help them connect with each other.

You can command attention.

When things get chaotic, you can take control and redirect the situation.

You are organized.

You can complete tasks and build systems and structures.

You're a team player.

You can take direction, but you can also work with others to develop and carry out. You can respectfully voice your own opinions while listening to the ideas of others. To you, differences with teammates are opportunities to learn, grow, and collaborate.

High energy and enthusiastic with a strong belief that young people can succeed.

