

Position: AmeriCorps, Preschool Service Corps Member – Language and Literacy Tutor
Type: Service
Reports to: Program Manager, Preschool Service Corps
Department: Community Impact
Term of Service: August 2024 – June 2025

Position Summary:

The Preschool Service Corps Member (PSC Member) provides direct service in a preschool classroom to assigned preschool children. The PSC member takes direction from the classroom teacher to provide high quality interaction with assigned children who are not yet at age level in language and literacy measures. She/he will be responsible for providing planned activities that are engaging, active, and hands on; document all activities, child progress, and outcomes. Additionally, she/he will participate in Children & Family Community Engagement events and volunteer recruitment along with member training throughout the program year.

Responsibilities and Duties:

Relationship Development & Management

- Lead daily 20-minute academic Language and Literacy tutoring sessions with students 1-on-1, in pairs, or in small groups under direct supervision of site staff.
- With support of the classroom teacher, members will plan and facilitate intentional individualized activity plans that support the children individual developmental goals.
- Participate as a classroom team member, supporting a safe and inclusive, high quality learning environment that allows the children to take the lead in their learning.
- Flex your administrative muscles by documenting what you see and tracking the ongoing successes using an assigned assessment program
- Maintain organized and proper documentation of all student data and activity plans following confidential protocols.
- Support recruitment opportunities for AmeriCorps service through actively participating in additional community engagement opportunities during school breaks.
- Participate in training and professional development to improve quality of services for the children outside of the assigned placement.
- Participate in National Days of Service and some weekend service projects in the greater community outside of the assigned placement site.
- Members will collaborate with their partner site team to recruit both one-time and on-going volunteers throughout the program year.
- Take a leadership role by offering input for meeting agendas, active participation, and supporting fellow member participation during meetings and trainings.

Communications

- Communicates regularly with United Way of Monterey County program staff regarding needs, challenges, and successes.
- Utilizes digital files to communicate daily activities, child progress according to policies and timelines.
- Participates and fully engages in scheduled meetings and trainings.
- Communicates changes in schedule to assigned site and Program Manager.

Core Competencies:

- *Mission oriented* – Performance and professional motivations are driven by a commitment to creating real social change that leads to better lives and healthier communities.
- *Relationship oriented* - Understands that people come before process and is cultivating and managing relationships toward a common goal.
- *Collaborator* – Understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- *Results driven* – Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies for impact.
- *Brand Steward* – Steward of the United Way and AmeriCorps brand and understands his/her role in growing and protecting the reputation and results of the organization and greater network.

Functional Competencies:

- *Strategic Community Collaborator* - Engages with classroom staff, parents, and United Way of Monterey staff to share ideas improve program practices.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way and AmeriCorps message in a way that inspires other to act in service to the organization and the community.
- *Critical Thinking & Creative Problem Solving* – has the ability to gather, interpret and use relevant information to achieve desired results.
- *Planning & Implementation* – Understands expectations of role and ensures plans are implemented, documented, and updated as needed
- *Embracing & Managing Change* - Organized self-started exhibiting good judgement with the flexibility to adapt to shifting priorities and demands while maintaining positive relationships with all constituents, internal and external.

Member Evaluation:

Members will receive guidance and support from their supervisor to provide effective service, this includes regular check ins and performance reviews (at minimum, an end-of-year review will be conducted for all members). The final performance review will also include:

- Whether the member has completed the required number of hours
- Whether the member has satisfactorily completed assignments
- Whether the member has met other performance criteria that were clearly communicated at the beginning of the term of service and in the member's position description

Members will receive their Mid-Year Performance Review in December 2024 and their End-of-Term Performance Review in June 2025.

Position Requires:

- Applicant must be at least 18 years of age by August 1st or have parental consent.
- High School diploma or equivalent
- U.S. Citizenship or Permanent Resident status.
- Experience using technology required to input program data and communicate with other team members.
- Commitment to 11 months of service.
- Deep commitment to national and community service as demonstrated through volunteerism or other service experience.
- Interacting with diverse communities, serving vulnerable families, and the ability to integrate into an existing preschool community.
- Criminal history background checks are conducted on all AmeriCorps members when an offer is made. Your term of service is always contingent upon satisfactory completion of a background check. The results of state and FBI criminal history background checks and national sexual offender checks through the National Sex Offender Public Registry Website (NSOPW) are considered.
- Each AmeriCorps member will also be required to pass a background check for the placement agency and maintain the clearance throughout the year.
- Successful completion of a Tuberculosis (TB) test and documentation of Pertussis and Measles immunity.
- Pediatric CPR and First Aid certification within 6 months of the start of service (training provided).
- Ability to lift, carry and transport a 35-pound box.
- Physical stamina sufficient to sit in a child's chair, squat at children's eye level for prolonged periods of time, to stand and walk for prolonged periods of time and the agility to climb stairs; physical, mental, and emotional tolerance to be exposed to the noise generated by children in an enclosed environment; Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Have reliable transportation with a valid driver's license and auto insurance.
- Bilingual/biliterate in Spanish desired

Stipend: (exact stipend amounts are pending grant approval)

Full-time: \$30,000 paid over 11 months. This requires an 11-month commitment, 40+ hours per week for a minimum of 1,700 hours of service. The schedule will be Monday through Friday varying on site needs anytime between 7:00 a.m.– 4:30 p.m. Additionally, all members will be expected to participate in National Days of Service and community engagement as needed on designated weekends.

Half-time: \$15,882 paid over 11 months. This requires an 11-month commitment, approximately 20+ hours per week for a minimum of 900 hours of service. Training will be 4–8 hours per day and the classroom service schedule will be Monday through Friday 8:00 a.m.–12:30 p.m. Additionally, all members will be expected to participate in National Days of Service and community engagement as needed.

The full amount of the living allowance is based on serving a full term.

Benefits:

- Full time members: Medical, Dental and Vision Insurance, unless covered under another plan.
- Education award after successful completion of your service year (Full time: \$7395 + \$2,605 = \$10,000, Half Time \$3,697.50). See more information here: www.nationalservice.gov/programs/amicorps/alumni/segal-amicorps-education-award
- Childcare expense reimbursement if you qualify (see www.americorpschildcare.com for more information)
- Food Stamp Assistance Cal Fresh – Eligible individuals can apply for and receive an EBT card to supplement their monthly AmeriCorps stipend. EBT money can be used to purchase food at most locations in Monterey County. Program will provide issued letter from CA Dept of Social Services to use at the time of application.
- Student Loan Forbearance - repayment of certain student loans (during their term of service). Additionally, upon successful completion of term of service, the National Service Trust will pay a portion of the interest that accrued on the forboreed student loans while serving.
- Worker's Compensation –UWMC carries Worker's Compensation Insurance for their AmeriCorps members
- Enrollment as an AmeriCorps service member (see www.americorps.gov for details)
- Build career and professional skills.
- Receive relevant training initially and throughout the program year.
- Leadership skill development and valuable experience for a career in education

How to Apply: email your current resume (if available) and interest in the opportunity to:
Mayra.perezdiaz@unitedwaymcca.org



