

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: September 2026 – June 2027

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 play-based and incorporate child's interests; document all activities, child progress, and outcomes. Additionally, she/he will participate in National Service days, 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's individual developmental goals.
- Participate as a classroom team member, supporting a safe and 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, afternoons, and some weekend events.
- 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 County staff to share ideas to improve program practices.
- *Effective & Engaging Communicator* - Is an effective and passionate communicator, articulating the United Way and AmeriCorps message in a way that inspires others 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. Members will receive their Mid-Year Performance Review half-way through their commitment period and their End-of-Term Performance Review in June 2027.

The final performance review will also include:

- Whether the member has completed the required number of hours
- Whether the member has satisfactorily completed assignments and tutoring cycle documentation
- 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

Position Requires:

- Applicant must be at least 18 years of age.
- Certify completion of High School diploma or equivalent
- U.S. Citizenship, U.S. National or Permanent Resident status.
- Provide a certified copy of birth certificate
- Experience using technology required to input program data and communicate with other team members.
- Commitment to full-term service.
- Deep commitment to national and community service as demonstrated through volunteerism or other service experience.
- Interacting with diverse communities, adapting to children's individual needs, and the ability to integrate into an existing preschool community.
- 3-part NSCHC 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.

Typical schedule by slot type (for members starting 9/1/2026):

All members are required to participate in 16 hours of National Service, 9 hours of volunteer recruitment/family engagement, and community engagement. The initial 80 hours of training, scheduled for the first two weeks of service, will be Monday through Friday, 8:00am to 4:30pm for all members, regardless of slot type.

Full-time: Serve 40+ hours per week for a minimum total of 1,700 hours of at the end of the service commitment. The member will serve in the classroom Monday through Friday, typically 8:00 am – 4:30 pm, with a 30-minute lunch break.

Three-quarter-time: 30+ hours per week for a minimum of 1,200 hours of service. The classroom service schedule will be Monday through Friday, typically 8:00 am – 2:30 pm, with a 30-minute lunch break.

Half-time: approximately 20+ hours per week for a minimum of 900 hours of service. The classroom service schedule will be Monday through Friday, typically 8:00 am – 12:00 pm.

Reduced half-time: Reduced half-time positions are for start dates later in the year. For a 1/19/27 start date, reduced half-time members will serve 8:00-2:30pm, Monday through Friday.

Benefits and Stipend: (exact stipend amounts are pending grant approval):

The full amount of the stipend is based on serving a full term. Note: slot type does not determine schedule.

Slot type	Minimum hours	Full stipend for members starting 9/1/2026	Monthly stipend for slot type regardless of start date	Segal Education Award amount	Potential Eligibility for childcare and Healthcare benefit
Full-time	1700	\$30,000	\$3,000.00	\$7395.00	Yes
Three-Quarter- Time	1200	\$22,500	\$2,250.00	\$5,176.50	No
Half-Time	900	\$15,882	\$1,588.20	\$3,697.50	No
Reduced Half-time	675	\$11,912	\$1,191.20	\$2,817.14	No

- Education award after successful completion of your service year.
- Healthcare Insurance: full-time members not otherwise covered by a healthcare policy at the time the member begins service.
- Childcare: Full-time members may be eligible. If the member qualifies, a Childcare Allowance will be provided by the official AmeriCorps Childcare provider directly to the provider.
- 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 – a temporary postponement of repayment of certain student loans (during their term of service).
- 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 onboarding/orientation initial training (i.e. AmeriCorps prohibited and unallowable activities) and ongoing training 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: dora.mckean@unitedwaymcca.org