



AMERICORPS EARLY LEARNING INSTRUCTOR

The Child Abuse Prevention Center, First 5 Service Corps and First 5 Del Norte do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Human Resources at (916) 244-1904.

AmeriCorps is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit www.americorps.gov

Service Position Title: AmeriCorps Early Learning Instructor

Service Position Summary:

AmeriCorps Early Learning Instructor is an AmeriCorps Member position which will promote school readiness by serving in preschools, kindergartens, family resource centers and other early learning environments delivering lesson plans; working with children through large group and small group activities. Primary setting will be the Wonder Bus, a mobile Family Resource Center/early literacy program. Members will introduce early literacy, numeracy, and/or social-emotional development to children ages 2-5. All duties will be performed within a strength-based, culturally responsive and trauma informed manner.

Essential Functions:

1. School Readiness Services (75%)

- Directly interact with children and deliver skill building activities that focus on Literacy Math and/or Social Emotional Development
- Provide education strategies, such as Playgroups, Circle Time, and/or Special Events. Includes designing, planning, promoting, conducting and evaluating programs.

- Assist with activities for families by modeling appropriate parent/child interaction and providing information and/or assistance to promote family involvement in the child's growth and development.
- Follow a curriculum plan and schedule that meets the needs of the children and partner sites served.
- Link parents to community resources based on family need as appropriate
- Promote enrollment in Ready4K and the Dolly Parton Imagination Library
- Deliver parenting education, information, and assessments as applicable
- Provide outreach strategies in the community to educate the community about services delivered and/or early childhood development.
- Participate in community events on behalf of First 5.
- Complete documentation of Service Activities as required

2. Supervision and Training (15%)

- Attend weekly individual supervision meetings with Supervisor
- Attend monthly team meetings/team building activities
- Attend required trainings provided by Prevent Child Abuse California, County Lead Agency and Host Sites specified trainings
- Attend additional trainings as assigned

3. Volunteer Recruitment (5%)

- Recruit, train and support community volunteers to support school readiness activities

Marginal Functions:

4. Other Duties as required (5%)

Time Requirements

- 1,700 hour member 30-35 hours per week, dependent on term of contract

Principal Working Relationships:

- Host Site Supervisor
- AmeriCorps Program Coordinator
- Service Site Staff
- County Agency Staff
- CAP Center Staff
- Families
- Various Community Services Agencies

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Ability to speak and understand the Spanish language is a plus.
- Must have basic computer skills.
- Serve families with diverse economic, social, racial, and cultural backgrounds.

- Establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Skill to maintain a professional, confidential work environment.
- Must have the ability to be a self-starter and work independently.
- Work evenings and weekends, as required.
- Communicate professionally & effectively.
- Experience in social services in community settings with families preferred.
- Able to deal with stressful situations.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Must be able to lift & carry a minimum of 15 lbs.
- Frequently bend, twist, squat, kneel, reach, push, and pull.

Willingness to Learn How to:

- Extend acceptance to all, despite previous experiences, personal judgements and bias
- Work with diverse workgroups and teams.
- Have knowledgeable about local community resources.
- Have strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Demonstrate good writing and organizational skill.
- Self-initiate multiple tasks in an efficient manner.
- Knowledge of child abuse issues, substance abuse, family dynamics, and domestic violence.
- Knowledge of child development and behavior.
- Communicate clearly both orally and in writing.

Other Qualifications:

- Must be at least 18 years of age.
- Must be a U.S. citizen or lawful permanent resident.
- Clearance of fingerprint background check.
- Must possess a high school diploma or GED.
- Must possess a valid California Driver's license, reliable transportation and auto insurance.
- Must report to service site as scheduled and agreed upon with Host Site Supervisor.
- Able to travel between sites and to offsite events.

ACKNOWLEDGEMENT:

Other than the completion of marginal functions, all of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or

requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all inclusive.