



United Way
Monterey County



Position: AmeriCorps, Preschool Service Corps Member
Type: Service
Reports to: Program Manager, Preschool Service Corps
Department: Community Impact

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.

Responsibilities and Duties:

Relationship Development & Management

- Engage with assigned students on a daily basis.
- With support of the classroom teacher, offer individualized student experiences that support their individual developmental needs.
- Offer safe and inclusive outdoor activities by being a caring role model, letting children take the lead in their learning.
- Participate as a classroom team member, supporting a safe, high quality learning environment.
- Flex your administrative muscles by documenting what you see and tracking the ongoing successes using an assigned assessment program
- Support recruitment opportunities for AmeriCorps service.
- Participate in national days of service and some weekend service projects in the greater community.
- Engage and support qualified, high-priority lead prospects through the application process.
- Take a leadership role by offering input for meeting agendas, participation, and supporting fellow member participation.

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 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.

Position Requires:

- Applicant must be at least 18 years of age by July 1.
- 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/bi-literate in Spanish desired

Stipend: (exact stipend amounts are pending grant approval)

Full-time: \$16,000 paid over 11 months. This requires an 11 month commitment, 40 hours per week for a minimum of 1700 hours of service. The schedule will be Monday through Friday 8:00 am – 4:30 pm. Additionally, all members will be expected to participate in National Days of Service (16 hours).

Part-time: \$7,000 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 8:30 am – 12:30 pm. Additionally, all members will be expected to participate in National Days of Service (16 hours).

Benefits:

- Medical, Dental and Vision Insurance, unless covered under another plan.
- Receive relevant training initially and throughout the program year.
- Education award that can be used for eligible student loans, tuition, and other education related expenses after successful completion of your service year. See more information here- www.nationalservice.gov/programs/ameri-corps/alumni/segal-ameri-corps-education-award
- Child care expense reimbursement if you qualify (see www.americorpschildcare.com for more information)
- Enrollment as an AmeriCorps service member (see www.americorps.gov for details)
- Build career and professional skills.
- 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

United Way Monterey County is an Equal Opportunity Employer.