



CalSERVES AmeriCorps

Expanded Learning Regional Leader Position Description

Position Title: Full-Time CalSERVES Regional Leader

Service Term: August 2016 – July 2017

Reports to: Program Manager and Site Supervisor

Position Summary

This role provides an exciting opportunity to enhance the quality of services provided by multiple teams of AmeriCorps members working towards closing the achievement gap and removing barriers to learning for youth. We are seeking a proactive, enthusiastic and independent CalSERVES Regional Leader to act as a support for the full time AmeriCorps Mentors working at school sites where we have partnered. The full time AmeriCorps Mentors will be working with identified students who would benefit from a positive, adult role model that can give targeted academic support as well as mentor students to be their most resilient selves. The CalSERVES Regional Leader's role will be to continually boost the morale of the AmeriCorps Mentors, support the planning and implementation of CalSERVES events, and recruit and train volunteers who can support the CalSERVES program.

Program Overview

The goal of the program is to provide comprehensive support to students who aren't working at grade level by leading to improved performance and academic success. The program applies a layered approach implemented by the CalSERVES Mentors for K – 8 students. All students at the school site benefit from the support of organized collaborative games and conflict resolution during recess / break and lunch. Students in need of additional supports will be assessed and assigned targeted tutoring services. Additionally, some students will receive intensive mentoring services. The assessment process will look holistically at each student using a project-developed screening tool, which encompasses academic test scores, behavior data and input from teachers and parents.

Essential AmeriCorps Duties

Esprit de Corps

- Create and send out monthly newsletters to all AmeriCorps Mentors
- Enhance the AmeriCorps experience through inspiring and fun activities
- Seek out creative ways to keep AmeriCorps Mentors motivated and thriving

Volunteer Management

- Recruit community volunteers to support the CalSERVES program
- Train, coach, and track volunteers
- Recognize volunteers for their work and seek to retain them for future years

Leadership

- Create and maintain positive relationships with school and program staff
- Participate in all program required development opportunities
- Participate in the planning and implementation of National Service events
- Participate in the planning of development workshops and mini conferences

Service Commitment

- Full time, eleven month commitment serving a minimum of 1700 hours, may include some evenings and weekends.
- Hours are generally Monday - Friday from 8:30 – 6:00PM (varies slightly by school site)
- Time will be spent at both main offices (Napa and Sonoma), so travel ability is a must

Areas of Responsibility

- Submit timesheets
- Provide students assessments
- Create and maintain positive relationships with school and program staff
- Submit 5 Great Stories in the onCorps system during the program year
- Conform to regular, timely attendance requirements at the assigned service site during school hours, Monday-Friday
- Support the program through daily operational tasks

Benefits of Service

- Annual stipend of \$15,500.00
- Education Award of \$5,730.00
- Health Benefits
- Moving stipend for out-of-state applicants
- Possible student loan deferment
- Extensive Professional Development and experiential learning opportunities

Qualifications and Characteristics

- Must be at least 18 years of age (17 with parental approval)
- Clear criminal background check (DOJ and FBI; National Sex Offender Public Database).
- Submit current, clear TB (tuberculosis) test
- Must have at least a high school diploma or a GED by your start date
- Must either be a citizen, national, or lawful permanent resident alien of the United States
- Must not have more than 4 or more terms of service previously with AmeriCorps
- Organized, responsible, flexible, motivated and professional
- Ability to accept and incorporate constructive feedback from leaders and program staff
- Strong personal standards of excellence, ethics and integrity
- Must be able to adapt to change in work environment, accept criticism and feedback, effectively handle multiple tasks and competing demands, work cooperatively in group situations, and work actively to resolve conflicts
- Ability to create positive relationships with staff
- Must have strong written and verbal communication skills
- Ability to work independently and as a member of a team
- Strong organizational skills and the ability to effectively handle multiple tasks

- Possess leadership and interpersonal skills to work effectively with others
- An interest in and/or a background in community service and volunteerism
- Ability to be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the program's safety policies and rules
- Be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel
- Meet the program essential job functions; reasonable accommodations available upon request