



## JOB ANNOUNCEMENT & DESCRIPTION

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<b>Position:</b>	AmeriCorps Early Learning Instructor - Community Learning Center
<b>Reports To:</b>	Project Manager
<b>Classification:</b>	Independent Contractor, Part-Time
<b>Term:</b>	Min. 900 hours, August 2019 – August 2020
<b>Living Allowance:</b>	Up to \$12,100 for a 12-month term
<b>Post-Service Benefit:</b>	Segal AmeriCorps Education Award of \$2,907.50 for successful term completion
<b>Deadline to Apply:</b>	June 19, 2019 at 5:00 P.M.

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### Position Summary:

Under the general direction of the Project Manager, this position is primarily responsible for promoting school readiness through planning and facilitation of parent-child interaction classes and short-term enriched child care sessions in the Community Learning Center (CLC); working with the child and parent dyad through large group, small group and/or one-on-one activities; introducing early literacy, numeracy, and/or social-emotional development to children ages 1-5; supporting in the daily operations of the CLC; completing a minimum of 900 hours by the end of contract term. In addition, the candidate should also be able to adapt and take on diverse tasks and responsibilities, bringing stewardship, innovation and enthusiasm to the First 5 Fresno County vision, mission and team.

All duties will be performed within a strength-based, culturally responsive and trauma informed manner.

### Duties & Responsibilities:

#### School Readiness Services (80%):

- Plan and facilitate parent-child interaction classes and short-term enriched child care that support child development, promote school readiness and strengthen parent-child relationships.
- Directly interact with children and deliver skill building activities that focus on Literacy, Math and/or Social Emotional Development.
- Follow an evidence-based curriculum plan and schedule that meets the needs of the children served; develop and deliver lesson plans that incorporate age and developmentally appropriate activities and provide a learning opportunity for parents to gain a better understanding of their child's development.
- Monitor and evaluate the progress of the children's emotional, social, intellectual, and physical development.
- Model appropriate parent/child interaction strategies that engage children and support their development.
- Incorporate parent-engagement strategies, such as parent-teacher conferences, surveys, and special family events. Includes designing, planning, promoting, conducting and evaluating programs.
- Assist parents in completing the Ages and Stages Questionnaires and other intake forms.
- Provide information and/or assistance to promote family involvement in the child's growth and development.
- Research, identify, and link families to services and community resources.
- Create and maintain client files for assigned caseload.
- Assist in the daily operations of the CLC. This includes but is not limited to, classroom cleanliness and maintenance, front desk coverage, answering and/or directing phone calls to appropriate staff, and training room set-up.

- Participate in community outreach events on behalf of and in collaboration with First 5 Fresno County.
- Work evenings and weekends, as required.
- Complete documentation of Service Activities as required
- Other duties as assigned.

#### Supervision and Training (15%)

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

#### Volunteer Recruitment (5%)

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

#### Qualifications:

##### Education/Experience

- 6+ units in child development or early childhood education or degree in early childhood education.
- Experience in social services in community settings with families preferred, but not required.
- Basic computer skills.

##### Skills/Abilities

- Must be able to read, write, speak and understand the English language. Bilingual (English/Spanish or English/Hmong) preferred, but not required.
- Good interpersonal communication skills; ability to work effectively in a team environment.
- Exhibit initiative, sound judgement, work well under pressure.
- Polished organizational skills, multi-tasker with great attention to detail.
- Self-motivated and ability to work independently with minimal supervision.
- Strong problem-solving and analytical skills; ability to adapt to new conditions and deadlines.
- Ability to manage time effectively in correlation with the center's schedule.
- Ability to display maturity and strong self-awareness.
- Ability to work with diverse populations and serve families from different economic, social, racial, and cultural backgrounds.
- Establish and maintain personal and programmatic boundaries while providing supportive services.
- Ability to maintain a professional, confidential work environment.
- Be willing to evaluate others and be evaluated.

##### Willingness to Learn How to:

- Extend acceptance to all, despite previous experiences, personal judgements and bias.
- Work with diverse workgroups and teams.
- 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 skills.
- Self-initiate multiple tasks in an efficient manner.
- Knowledge about local community resources.
- 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.

##### License Requirements

- Possession and maintenance of valid California Driver's License and satisfactory driving record and reliable transportation.
- Adequate car insurance coverage.

#### 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 report to service site as scheduled and agreed upon with Site Supervisors.
- Ability to travel between sites and to offsite events.

#### Physical Requirements

While performing these job duties, the employee is regularly required to stand, walk, sit, stoop and kneel; use hands for classroom duties. The employee is occasionally required to reach with hands and arms.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job includes close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen and paper documents.

#### Working Conditions

This position typically functions indoors in an office environment with light to moderate noise associated with business office equipment. Some travel may be required.

#### How to Apply

##### Step 1:

- Log-in or create a new member account on [my.americorps.gov](http://my.americorps.gov)
- Two references are needed as part of your online application. Your application will not be considered without references.
- The AmeriCorps program you are applying to is: **AmeriCorps State and National**
- Make a copy of your application for your personal records before you send it in.

Any questions regarding the website, call 1-800-942-2677.

##### Step 2:

Submit a cover letter detailing your experience and skills that make you an ideal candidate along with a resume. Submission can be sent via email to Cecilia Paredes at [cparedes@first5fresno.org](mailto:cparedes@first5fresno.org) or delivered in person during normal business hours.

Office address: 2405 Tulare Street, Suite 201, Fresno, CA 93721