



**AmeriCorps Member (Part Time)
Community Learning Center at Lighthouse for Children
2018 - 2019**

What is AmeriCorps?

AmeriCorps is a nationally funded service initiative implemented within local community nonprofits to address critical community needs in education, public safety, health and the environment.

What is the Community Learning Center?

The Lighthouse for Children Community Learning Center (CLC) is a network of community partners working together to provide children ages 0 to 5 and their families with a wide variety of services at one location. Free classes and workshops encourage and foster healthy relationships and aim to increase a healthy start, early literacy, language and school readiness skills. Along with family services, the CLC also supports professionals working with young children by providing capacity building opportunities, workshops and meeting space.

What do AmeriCorps members do at the Community Learning Center?

Essential Functions (85%):

1. Plan and facilitate parent-child interaction classes that support child development, promote school readiness and strengthen parent-child relationships. This includes but is not limited to, developing 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.
2. Plan and facilitate short-term enriched child care sessions for children whose families access services provided by CLC partners. This includes but is not limited to, developing lesson plans that incorporate activities that are age and developmentally appropriate.
3. Model strategies that engage children and support their development.
4. Create and maintain client files for assigned case load.
5. Assist parents in completing the Ages and Stages Questionnaires (ASQ) as a part of the CLC intake process.
6. Research, identify and link children and families to services and resources, as needed.
7. Assist in the daily operations of the CLC. This includes but is not limited to, classroom cleanliness and maintenance, answering and/or directing phone calls to appropriate staff, and training room set-up.
8. Participate in community outreach events on behalf of and in collaboration with First 5 Fresno County.
9. Complete documentation of Service Activities as required.
10. Other duties as assigned.

Supervision and Training (15%):

1. Attend weekly individual supervision meetings with Supervisor.
2. Attend bi-weekly CLC team meetings/team building activities.
3. Attend bi-weekly AmeriCorps team meetings/team building activities.
4. Attend required trainings provided by Prevent Child Abuse California, County Lead Agency and Host Site specified trainings.
5. Attend additional trainings as assigned.



What are the minimum requirements?

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language. Bilingual (English/Spanish or English/Hmong) preferred, but not required.
- Ability to communicate clearly and properly both orally and in writing.
- Must possess basic computer knowledge.
- Exhibit adequate organizational skills and ability to adapt to new conditions and assignments.
- Maintain accountability in project completion.
- Ability to time-manage: takes the time to plan ahead for personal schedules in correlation with the center’s schedule.
- Ability to manage multiple tasks in an efficient manner.
- Ability to exercise sound judgement in making critical decisions and manage stressful situations professionally.
- Good interpersonal communication skills and the ability to work effectively in a team environment.
- Maintain a professional and confidential work environment.
- Ability to work with diverse populations and serve families from different socio-economic, racial, and cultural backgrounds.
- Knowledgeable about local community resources.
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Display maturity: has strong self-awareness.
- Be willing to evaluate others and be evaluated; takes responsibility for own actions/decisions.
- Knowledge of early childhood development and behavior.
- Ability to travel to offsite events.
- Ability to work evenings and weekends as required.

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 CLC Supervisor.

What are the term requirements?

Part Time AmeriCorps members commit to serve **900 hours** in **12-months**. A typical term year is August to August of the following year. Members serve an average of 18 – 21 hours per week to allow for successful completion of 900 hours.

What are the benefits?

Educational	Monetary	Professional	If Eligible
<ul style="list-style-type: none"> • Up to \$2,907.50 Segal Education Award after successful completion of service term • Current student loan deferment 	<ul style="list-style-type: none"> • Up to \$12,100 living allowance for 12-month term • Mileage reimbursement 	<ul style="list-style-type: none"> • Skill development training • Career development training • Professional networking • Experience! 	<ul style="list-style-type: none"> • Medical insurance <ul style="list-style-type: none"> ○ Health ○ Vision ○ Dental • Childcare reimbursement, if income eligible



What does the application process look like?

Part 1: Apply Online

Apply online at: <https://my.americorps.gov/mp/listing/viewListing.do?id=54505&fromSearch=true>

- You will need to register to create a new member account. Once you register and create a username and password, you can begin the application.
- Two references are needed as part of your application and must be submitted with your application. Your application will **not** be considered without references.
- While filling out the application and are asked to check/select the AmeriCorps program you are applying to, check/select 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 or 1-800-833-3722

Part 2: Email or Deliver Resume and Cover Letter

Applicants **MUST** email or deliver their Resume and Cover Letter to:

First 5 Fresno County
Attn: Karen Rangel
2405 Tulare Street, Suite 201
Fresno, CA 93721
krangel@first5fresno.org

Application Deadline: Wednesday, October 17, 2018 at 5:00 p.m.

Interviews: Interviews are expected to take place the week of October 22, 2018.