

Quarter-Time (10 hours/week) , Early Childhood Development Specialist

Site-Specific Duties/Responsibilities:

- Provide supplemental support and advocacy services to young families including: transporting clients to appointments, helping find housing and employment, and advocating for resource access
- Facilitate childcare for Young Parent Support groups.
- Manage and coordinate volunteers assisting with childcare for Young Parent programming in addition to parenting clients receiving therapeutic supports.
- Provide transportation for parenting clients to and from UAY for appointments and groups.
- Develop activities and co-lead weekly play group with parenting clients and their children.
- Organize community donations of clothing and hygiene supplies for parenting clients.
- Exhibit strong work-ethic, ability to self-start, and the ability to work independently.
- Complete and submit timesheets and Great Stories on a monthly basis.
- Participate in annual days of service:
 - MLK Jr. Day of Service (January)
 - Juneteenth (June)
 - AmeriCorps Week (March)
- Participate in annual UAY fundraising and service events:
 - Ride 4 Youth (Fall)
 - Clothing Drive (Fall)
 - Festival of Flowers (May)

Eligibility and Abilities:

- Be at least 17 years of age at the commencement of service.
- Have a high school diploma or its equivalent.
 - College degree / college coursework or equivalent experience preferred.
- Be a U.S. Citizen, national, or lawful permanent resident of the United States
- Must have at least 5-years of licensed driving experience
 - (if this isn't the case for you, please talk with us about options)
- Member will have recurring access to vulnerable populations. Successful completion and clearance of required background checks including: Nationwide National Sex Offender check, Statewide Criminal History check, Fingerprint-based FBI check
- Ability to serve approximately 10 hours per week for 44 weeks from October 2019 – August 2020 with the anticipated service schedule weekdays between the hours of 8 a.m. and 5 p.m.
 - Occasional nights and weekends, as required for host site needs.
 - No service on holidays are anticipated.
 - Members should serve from an agency office. Serving while at home is not allowed. Vacation time, sick time and holidays are not counted toward the hours needed to complete the term. Of these hours, a maximum of twenty percent (20%) may be spent in training (45 CFR § 2520.50) and a maximum of ten percent (10%) may be spent fundraising (45 CFR § 2520.45).
- Site Supervisors will perform mid-term and end of term evaluations for members during the term of service.

- Participate in AmeriCorps Orientation, CPR training, Mental Health First Aid, and Life After AmeriCorps training.
- Respect confidentiality of involved persons, staff, and AmeriCorps members. Experience working with youth and enjoyment of working with youth.
- Hands-on experience in the areas of education, youth development, psychology, or other related field.
- Knowledge of developmental youth milestones and characteristics.
- Ability to plan, organize, prioritize, and complete multiple tasks with minimal supervision.
- Strong verbal and written communication skills.
- Ability and willingness to work in a team setting and to promote collaboration.
- Ability and willingness to develop innovative and creative approaches to assigned responsibilities.
- Outgoing and personable nature.
- Adaptable, practical, energetic, and intrinsically motivated.
- Professional, respectful, and positive attitude.
- Ability to use a computer for e-mail communication and online reporting.

Benefits

For a quarter-time commitment and 450 hours of AmeriCorps service (10 hours per week for 44 weeks – Oct. 2019 – Aug. 2020), the member will receive:

- A taxable living allowance of \$3,704 per program year.
- Student loan forbearance on qualified student loans.
- A \$1,612.43 educational award at the end of a successfully completed service term.
- Diverse training opportunities.
- Health care coverage for full-time members.
- Post-service job referrals by networking with community and state partners.
- Gain hands-on experience working with youth.
- Leadership experience and skill development.
- Hands-on experience in a professional setting.
- Develop a life-long commitment to the value of service to others

*We believe in the power of diversity; people of color and LGBTQ+ individuals are encouraged to apply.

*Opportunity to receive forbearance on qualified student loans during term of service.

To apply, send cover letter and resume to meg.quigley@unitedactionforyouth.org.