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## Orange County First 5 Service Corps

# AMERICORPS POSITION OPENING

## Family Advocate at Boys and Girls Club of Garden Grove – Readiness on the Road

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### **What is the First 5 Service Corps?**

The First 5 Service Corps is a statewide AmeriCorps program started in 2001 that involves community members in local community projects to help children reach school healthy, developmentally ready to learn and better prepared to succeed in life. **AmeriCorps** is a community service program that is funded by the government and participating community partners, which is designed to help communities meet the specified needs in their area by recruiting and training individuals who are willing to devote one to two years serving in selected community projects. Service programs strengthen communities, encourage responsibility, expand opportunities for education, provide service experience, and increase life skills. For more information on AmeriCorps, please visit [www.nationalservice.gov](http://www.nationalservice.gov).

The California First 5 Service Corps Program is sponsored by the Corporation for National and Community Services (CNCS) and local First 5 Commissions (responsible for administering Prop 10/Tobacco Tax dollars). The First 5 Service Corps AmeriCorps Project is administered by the Prevent Child Abuse California. The Orange County program is sponsored locally by the Children and Families Commission of Orange County who then contracts CONNECT, a project of Orangewood Children’s Foundation, to manage the administration of the project.

The California Children and Families Foundation (Grantee) contracts with Prevent Child Abuse California (Project Intermediary) to administer the First 5 Service Corps and to provide technical assistance on AmeriCorps policies and procedures. Currently, 11 First 5 County Commissions and their local partners serve as key program partners in the implementation of this statewide AmeriCorps Project.

### **Background on the Children and Families Commission of Orange County**

The Children and Families Commission of Orange County (CFCOC) was formed in 1999 to allocate Orange County’s Prop 10 (Tobacco tax) funds. Their mission is to fund and support programs promoting the Commission’s overall goal that all Orange County children are healthy and ready to learn when they enter school.

### **Service Site Overview – Boys & Girls Club of Garden Grove**

Research has shown that the first six years of a child’s life are the most important for brain development. It has also been proven that early childhood education is critical to a child’s success. While not all children can go to preschool before attending kindergarten, parents and other caretakers can teach a child effectively at home.

The mission of Boys & Girls Clubs of Garden Grove is to enable all young people, especially those who need them the most, to reach their full potential as productive, responsible and caring citizens. The Boys & Girls Clubs of Garden Grove supports the Readiness on the Road Program. Readiness on the Road prepares children 2 ½ to 5 years old to successfully begin school. A parent or other caretaker attends a weekly class in the morning, along with the child or children. In the classes, adults receive training on how to enrich their preschooler's learning and have FUN doing it! Health screenings and health education are also a major part of the program.

**Service Opportunity Overview:**

The overall goal is to enhance the knowledge, attitude and skills of parents and children participating with Readiness on the Road and Learning Link programs.

**Service Position Title:** AmeriCorps Family Advocate

**Service Position Summary:**

AmeriCorps Family Advocates shall serve as the family's primary contact within the First 5 Service Corps program. The Family Advocate will provide information and assistance to families. The Family Advocate will provide education and outreach strategies to promote optimal childhood development and encourage access through referrals to local resources. Family Advocates will work with families in a playgroup setting 2-4 times per week modeling learning activities and communication for parents to facilitate school readiness activities and promoting positive parent-child interaction.

**Essential Functions:**

**1. School Readiness Services (75%)**

Information and Assistance

- Provide point of contact for families and agency representatives by providing excellent customer service and information and/or assistance to direct the client to all program activities, programs and services, as well as additional community programs and services as requested by the client.
- Provide education strategies, such as Playtime, Story Time, Music & Movement, monthly special events, etc. Includes designing, planning, promoting, conducting and evaluating programs in English and Spanish
- Provide outreach strategies in the community to encourage center/program use and/or early optimal childhood development.
- Participate in community events on behalf of First 5.
- Complete documentation of Service Activities as required.

**2. Supervision and Training (15%)**

- Attend weekly individual supervision meetings with Supervisor
- Attend monthly team meetings/team building activities
- Attend required trainings provided by Prevent Child Abuse California, CONNECT and Host Site specified trainings
- Attend additional trainings as assigned

**3. Volunteer Recruitment (5%)**

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

**Marginal Functions:****4. Other Duties as required (5%)****Principal Working Relationships:**

- Host Site Supervisor
- AmeriCorps & VISTA Program Manager
- Host Site Staff
- CAP Center Staff
- Families
- Various Community Services Agencies

**Knowledge, Skills and Abilities:**

- Must be able to read, write, speak and understand the English language.
- Ability to work with diverse workgroups and serve families with diverse economic, social, racial, and cultural backgrounds.
- Knowledgeable about local community resources.
- Ability to establish and maintain personal and programmatic boundaries while providing supportive services.
- Strong interpersonal skills and the ability to relate to individuals who may not share basic commonality, including value systems and behavior norms.
- Experience in working with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Demonstrate good writing and organizational skill.
- Maturity and skill to maintain a professional, confidential work environment.
- Self starter with the ability to manage multiple tasks in an efficient manner.
- Knowledge of child abuse issues, substance abuse and family dynamics.
- Knowledge of child development and behavior, completion of some child development units highly preferred.
- Ability to work evenings and weekends, as required.
- Ability to communicate clearly both orally and in writing.
- Experience working with children required.
- Able to deal with stressful situations.
- Must want to work directly with children and their parents.
- Must be dependable and able to report to service site on a regular and reliable basis.

**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 Host Site Supervisor.
- Able to travel between sites and to offsite events.
- Bilingual/bi-literate in Spanish required.

The Child Abuse Prevention Center, First 5 Service Corps, PCA CA and CONNECT do not discriminate on the basis of race, color, national origin, sex, age, political affiliation, sexual orientation, disability and/or religion. Reasonable accommodations may be provided upon request. If you are a person with a disability and you would like to request an accommodation, please contact Laura Arévalo, AmeriCorps & VISTA Program Manager at [larevalo@connectoc.net](mailto:larevalo@connectoc.net).

**REQUIRED CLEARANCES:**

Applicant's placement is contingent upon successful completion of National Service Criminal History Background Check: state and federal background investigation including LiveScan fingerprinting, National Sex Offender Public Registry (NSOPR) check; and TB test.

The commitment term is a minimum of 1700 hours served in 11 months, which is approximately 38 – 40 hours per week. The term starts **Tuesday, September 3, 2013** and ends on Thursday, July 31, 2014.

**Benefits Provided**

- A Monthly Living Allowance of \$1,818.18 (pre-tax)
- Educational Award of up to \$5,550 upon successful completion of a minimum of 1700 hours
- Current Student Loan Forbearance
- Health Insurance, if eligible
- Childcare Reimbursement, if income eligible
- Mileage Reimbursement
- Personal, Professional and Leadership Development Trainings

**To learn more about the position, participation in an Information Session is highly encouraged:**

- Wednesday, June 26<sup>th</sup>, 12:30 pm – 2:00 pm OR Thursday, July 9<sup>th</sup>, 4:00 pm – 5:30 pm
- Orangewood Children's Foundation, 1575 East 17<sup>th</sup> Street, Santa Ana, CA 92705

**To RSVP for an Information Session, please click on the following link:**

<http://www.surveymonkey.com/s/T576XN7>

**For any position description specific questions, please contact:**

Beth Bailey at [ebailey@bgcgg.org](mailto:ebailey@bgcgg.org) or 714-530-0430 X 1929

**To apply for the position, please visit:**

<https://my.americorps.gov/mp/listing/viewListing.do?id=37451&fromSearch=true>

