



Orange County First 5 Service Corps

AMERICORPS POSITION OPENING

Early Literacy and Math Instructor at THINK Together

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.americorps.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 – THINK Together

THINK Together is an extended service provider that works primarily in schools to support children and families. Although research has demonstrated the positive effects of early learning for children, not all children have the opportunity to attend preschool before attending kindergarten. However, parents and caretakers can teach a child effectively at home. THINK Together's Orange County Region enrolls disadvantaged children ages 3 ½ - 4 ½ years old to participate in school based programs throughout County School Districts.

Our programs aim at providing parents with the necessary skills to be their child's first teacher. The program calls for children and their parents to come to a school site twice a week. Over time the parent learns how to initiate and sustain reading and play activities that offer language interaction, school readiness skills and social emotional development for their child.

Members will also support the Reach Out and Read (ROR) program. The member will provide an inviting atmosphere for children to be read aloud to in participating pediatric and health clinic waiting areas and maintain a library of age appropriate children's books. In these locations members will also model techniques on reading aloud to children with age appropriate books and provide developmental milestone materials, resource and referral information provided by Supervisors.

This AmeriCorps position will help to eliminate poverty in Orange County by educating parents, providing referrals, and preparing children for school success.

Service Opportunity Overview:

The overall goal of an AmeriCorps THINK Together program is to provide parents with the knowledge and tools to become involved in their children's development. The program also aims to have children enter kinder school ready.

Service Position Title: AmeriCorps Early Literacy and Math Instructor

Service Position Summary:

AmeriCorps Early Literacy and Math Instructor shall serve as the family's primary contact within the First 5 Service Corps program. The Early Literacy and Math Instructor will provide information and assistance to families. The Early Literacy and Math Instructor will provide education and outreach strategies to promote optimal childhood development and encourage access through referrals to local resources. Early Literacy and Math Instructors 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 (70%)

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.
- Plan and implement a school-based literacy development program with activities that support children and parents.
- Provide outreach strategies throughout Orange County to encourage center/program use and/or early optimal childhood development.
- Support THINK's Early Literacy & Math programs like Reach Out and Read.
- Participate in community events on behalf of First 5.
- Complete documentation of Service Activities as required.

2. Supervision and Training (20%)

- 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 and/or work experience preferred.
- Ability to work evenings and weekends, as required.
- Ability to communicate clearly both orally and in writing.
- Experience in social services in community settings with families.
- Able to deal with stressful situations.
- 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 preferred but not 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.

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 4, 2012** and ends on Wednesday, July 31, 2013.

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:

- Monday, July 9th, 4:00 pm – 5:30 pm OR Thursday, July 12th 12:00 pm – 1:30 pm OR Friday, July 20th, 3:30 pm – 5:00 pm
- Orangewood Children's Foundation, 1575 East 17th Street, Santa Ana, CA 92705

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

<http://www.surveymonkey.com/s/2TM5Q55>

For any position description specific questions, please contact:

Mindy Sweeney at msweeney@thinktogether.org or 714-824-3522

To apply for the position, please visit:

<https://my.americorps.gov/mp/listing/viewListing.do?id=37436&fromSearch=true>

