



**PY 21-22 Team UP AmeriCorps  
San Juan Board of Cooperative Educational Services Position Description**

## **LENA Provider (Montezuma/Dolores)**

**Program Overview:** Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado to focus on improving the lives of community members, from cradle to career. Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities. Team UP AmeriCorps members provide direct service to improve outcomes in Education, Economic Opportunity & Healthy Futures. AmeriCorps is a part of the Corporation for National & Community Service, often referred to as the “domestic Peace Corps.” AmeriCorps provides opportunities to improve lives and foster civic engagement all across the country.

The San Juan Board of Cooperative Educational Services (SJ BOCES) is a publicly funded cooperative that serves eight school districts in southwest Colorado. The mission is to improve the services and supports for children and youth in the service area through collaborative initiatives. SJBOCES participates on the “Every Child Enters School Ready to Learn” Team UP Action Team. The LENA (Language ENvironment Analysis) HOME and START programs support this Action Team. LENA HOME is a home visitation program and the LENA START programming utilizes a caregiver group model. Both programs support families in increasing interactive talk with their children ages 0-3 years to build language and overall brain development. LENA technology and programs are research-based, evidence-informed, and have been developed through working with thousands of children and families.

**Service Position Summary:** The LENA Provider will deliver LENA HOME and LENA START programs to engage and empower families with evidence-based practices that support the learning and growth of children, birth to three years old. The LENA Provider will serve directly with families to support their child’s language and overall brain development through increasing the adult interactive talk in the child’s environment.

**Essential Functions (Primary Responsibilities):** Team UP AmeriCorps members engage with organizations to develop, implement, and enhance programs, projects, and activities that will create progress towards Team UP and SJ BOCES’ goals. These duties include:

- Provide information and coaching to families to promote interactive talk and learning in the child’s environment.
  - Schedule home visits, in person or online, with interested and participating families.
  - Facilitate and support LENA HOME and LENA START programs to multiple families in a home, family group, in-person or online setting.
  - Schedule home visits with interested and participating families.
- Recruit LENA participants.
- Collaborate with partner agencies to organize, facilitate and expand LENA programming in the region.

- Outreach to community via stakeholder meetings, communications, and presentations.
- Track progress and collect data for Performance Measures and other evaluation tools.
- Communicate with the regional Team UP AmeriCorps team and represent Team UP and SJ BOCES in the community and on social media.
- Attend trainings and participate in Days of Service.

**Marginal Functions (Secondary Responsibilities):** Additional tasks include:

- Participate in Every Child Enters School Ready to Learn/Talk-Grow-Learn TeamUP Action Team
- Schedule meetings and trainings with stakeholders to expand community awareness of LENA programs and goals
- Expand recruitment for LENA participants in Montezuma and Dolores Counties
- Support replication of LENA program expansion in SW Colorado region
- Maintain and monitor documentation of program data
- Create and organize curriculum and materials for the program, as well as events
- Be an active and engaged member of UWSWC, Team UP AmeriCorps, and SJ BOCES

**Physical, Emotional, and intellectual Demands:**

- Desire and proven ability to work with families and young children
- Comfort and effectiveness in providing training and education to families in their homes or via video conferencing platforms
- Comfort and effectiveness in outreach activities at in person events and social networking in person and through online tools.

**Desired Qualifications:**

- Ethic of national and community service, strong desire to create positive change
- Excellent communication skills. Ability to communicate effectively both verbally and in writing; computer literate
- Understanding of culturally diverse populations
- Self-motivation, ability to take initiative
- Ability to plan, coordinate with others, and organize schedule, including travel time
- Skills or experience preferred: community and volunteer organizing; early childhood development, family training experience
- High School Graduate required (GED accepted,) college graduate or comparable experience preferred
- Ability to pass a criminal history check
- Reliable transportation & proof of auto insurance if transporting others in a personal vehicle
- U.S. Citizenship or lawful permanent resident status required
- Those who understand the importance of a rich home language environment in the first three years of life in supporting a child's overall later success, and who want to support the health and success of the children in a rural community, are encouraged to apply

**Term of Service - Time Commitment:** This is a Full-Time national and community service position requiring, at a minimum, a total of 1700 hours during the year (approximately 40 hours/week.) The position begins September 7, 2021 and ends August 31, 2022. Flexible hours are required, including occasional evening and weekend commitments. Service on the following dates is required (note that Days of Service dates are subject to change):

- Sept. 7-8: Team UP AmeriCorps Member Orientation

- Sept. 9-10: Host Site Orientation
- Sept. 11th: Day of Service Event
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 17: MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Monthly Cohort Calls: 2nd Tuesday of each month (1 hour)
- Team UP AmeriCorps Trainings (TATs): 2nd Tuesday of Nov, Feb, April, and June (all day)

**Training and Support Provided:** Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by SJ BOCES's Speech Language Pathologist Cayce Hamerschlag ([chamerschlag@sjboces.org](mailto:chamerschlag@sjboces.org)) as well as by Al Huckins ([alh@unitedway-swco.org](mailto:alh@unitedway-swco.org)), the Team UP Program Director. The PY 21-22 cohort of Team UP AmeriCorps members serving throughout the region will act as additional resources and support for each other.

**Location and Service Conditions:** This position is based at San Juan BOCES in Cortez and will involve service at other locations in Montezuma and Dolores Counties. When safe to do so, the position will also involve frequent days of service in homes, and out in the public.

**Benefits:**

- A living allowance of approx. \$750/per pay period (twice per month) for an approx. total of \$18,000/12-month Term of Service. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- Health insurance
- Child care assistance (must meet qualifications)
- An education award of \$6,345 upon successful completion of term of service.
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required trainings and days of service
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need

**Diversity and Equal Opportunity:** United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual's unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

**To Apply:** Applications are being accepted on a rolling basis. Position will remain open until filled. To view this position and apply, visit:

<https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=103518> and click "Apply Now." Applicants will have to create an account on myAmeriCorps.gov to complete the application process. To search through all open Team UP AmeriCorps positions, visit

<https://my.americorps.gov/mp/listing/publicRequestSearch.do> and type "Team UP" into the "Program Name" search bar.