



**PY 22-23 Team UP AmeriCorps
Early Childhood Council of La Plata County Position Description**

School Readiness Coordinator

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, often referred to as the “domestic Peace Corps,” provides opportunities to improve lives and foster civic engagement all across the country.

The mission of the Early Childhood Council of La Plata County (ECCLPC) is to support families by increasing the availability, accessibility, and reliability of affordable high-quality comprehensive services for all young children (birth-8) and their families through a coalition of community members and agencies working together to create an early childhood system.

Service Position Summary: The School Readiness Coordinator will deliver school readiness workshops to engage and empower families with practices and activities that support the learning and growth of children, birth to five years old. The AmeriCorps member will serve directly with families to support their child’s early literacy development through increasing the adult knowledge of child development and the domains of school readiness, focused on early literacy skills.

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’s and ECCLPC’s goals. Specifically, the School Readiness Coordinator will engage with school districts, libraries, and family support organizations to create progress towards community school readiness goals across three school districts of La Plata County. These duties include:

- Provide direct service to children birth to 8 years of age, parents/guardians of children ages birth to 5, teachers and directors of childcare centers, FFN (Family, Friend, and Neighbor) Care Providers, community partners such as home visitors, fatherhood advocates, librarians and family support specialists working with youth children and their families
- Collaborate with partner agencies to organize, facilitate and expand school readiness workshop programming in La Plata County
- Schedule school readiness workshops, in-person, with interested partners such as school districts, libraries and community organizations
- Recruit school readiness workshop participants
- Facilitate school readiness workshops to multiple families in-person on a weekly basis

- Provide information to families to promote school readiness and learning in the child's environment
- Participate in school readiness training and community meetings
- Schedule meetings and trainings with stakeholders to expand community awareness of school readiness goals
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

Marginal Functions (Secondary Responsibilities): Additional tasks include:

- Order and organize school readiness materials for workshops and community events
- Schedule space and set up table, chairs, and materials for events
- Organize distribution (communication and delivery) of school readiness materials to partner agencies
- Collect data, surveys, photos, and testimonials from program participants for reporting
- Participate in Early Childhood Council staff meetings

Physical, Emotional, and Intellectual Demands:

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Strong commitment to justice, equity, diversity and inclusion

Desired Qualifications:

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Graduate required (GED accepted,) college graduate or equivalent work experience preferred
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required

Term of Service - Time Commitment: This is a Half-Time national and community service position requiring, at a minimum, a total of 900 hours during the year (approximately 20 hours/week.) The position begins September 8, 2022 and ends August 31, 2023. 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. 8-9: Team UP AmeriCorps Member Orientation
- Sept. 12-13: Host Site Orientation
- October TBD: State-wide AmeriCorps Member Retreat
- Jan. 16th : MLK Jr. Day of Service Event
- March/April TBD: Cesar Chavez Day of Service Event
- Team UP AmeriCorps Monthly Cohort Calls/Meetings: 2nd Tuesday of each month
- 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 ECCLPC's Director Heath Hawk (heatherh@ecclaplata.org), as well as by Team UP AmeriCorps Program Director Al Huckins (alh@unitedway-swco.org). The PY 22-23 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 in Durango at the ECCLPC's office in The Commons building at 701 Camino Del Rio, Suite 209. Travel to off-site engagement and partnership activities, meetings, etc. is required.

Benefits:

- A living allowance of approx. \$489.58/per pay period (twice per month) for an approx. total of \$11,750/12-month Term of Service. Taxes are deducted and the living allowance is distributed by direct deposit to the member's bank account.
- An education award of \$3,247.50 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:

Step 1. Email a cover letter and resume to Team UP AmeriCorps Program Director Al Huckins @ alh@unitedway-swco.org. Be sure to indicate which position(s) you are interested in.

Step 2. Create an account on myAmeriCorps.gov and submit an application to be a [Team UP: School Readiness Coordinator](#). **Please complete BOTH steps to apply.**

**All positions are contingent on grant funding.*