



**PY 22-23 Team UP AmeriCorps
Children’s Kiva Montessori School (Kiva) Position Description**

Restorative Practices 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.

Children’s Kiva Montessori (KM) School is a tuition-free, public Charter School serving children from Kindergarten through eighth grade. We envision our schools as a place of vibrant and joyful learning where students are immersed in academic, emotional, and social growth on their way to becoming kind, confident, and engaged members of their communities.

At Kiva, we:

- Build a strong foundation for children. challenge students through integrated curriculum;
- Work in supportive and engaging environments;
- Collaborate with one another;
- Embrace diversity; and
- Explore our passions.

The school is located in Cortez, Colorado in the beautiful Four Corners Region where rivers, mountains, mesas, and canyons offer unparalleled access to the outdoors for recreation, sport, enjoyment, and solace.

Service Position Summary: Research shows that restorative approaches can help build healthy school communities by reducing bullying and violence and increasing cohesion. The member will serve to affect positive change in the schools and beyond.

The Kiva Restorative Practices Coordinator (KRPC) will be responsible for training students and adults and engaging both in restorative practices to improve outcomes for youth, staff, and families in the school community. This includes expanding and implementing sustainable Restorative Practice systems.

The KRPC will provide school-wide trainings for staff and students. The RPC will provide restorative circle groups and additional mentoring and de-escalation support to individual students as needed.

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 Host Site's goals. These duties include:

- Provide direct service to students, staff and families.
- Implement Restorative Practices systems at KM in collaboration with key personnel and KM administration.
- Facilitate Restorative Practice interventions as needed to respond to emerging needs.
- Provide ongoing restorative practices training to KM/BH staff members.
- Teach a Restorative Practices class to a cohort of students.
- Respond to conflicts as they occur with de-escalation support as needed.
- Maintain a calming, restorative space for students to de-escalate and reflect following conflicts.
- Document Restorative Practices interventions and track impact over time through data collection and analysis.
- Develop and maintain positive relationships with students and staff at KM as well as the community, families, and relevant organizations leading Restorative Practices work.
- Engage parents in site-based restorative practices, including training and parent dialogue circles—do a training at back-to-school night.
- Be a member of the Restorative Practices teams at KM.
- 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 KM in the community and on social media.
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service.

Marginal Functions (Secondary Responsibilities): Additional tasks include:

- Incorporate restorative practices in unstructured play time (recess)
- Be an active and engaged member of the teams of the UWSWC, Team UP AmeriCorps, Kiva Montessori.

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
- Typical intellectual demands require demonstration of cultural competency and dedication for working with youth.
- Must be able to take initiative and problem solve. Must be a creative thinker.
- Must be consistent and fair with decisions and actions.
- Patience and empathy for working with young children.
- Ability to withstand various weather conditions for being outside.

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
- **Individuals with lived experience are encouraged to apply**

Term of Service - Time Commitment: This is a Three-Quarter Time national and community service position requiring, at a minimum, a total of 1200 hours during the term (approximately 40 hours/week.) The position begins September 8, 2022 and ends May 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 Andy Waterman, School Counselor (andy.waterman@kivacharter.org), as well as by Al Huckins, Team UP AmeriCorps Program Director (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 at 601 N. Mildred, Cortez, CO 81321. Occasional off site engagement and partnership activities, meetings, etc.

Benefits:

- A living allowance of up to \$875/per pay period (twice per month) for an approx. total of \$15,750/9-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 \$4564.5 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
- Working with children in an educational environment
- Experience in a high-quality, innovative educational environment
- Mentoring by social-emotional learning professionals

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: AmeriCorps Member \(FT\)](#). **Please complete BOTH steps to apply.**

**All positions are contingent on grant funding.*