

Position Description

POSITION TITLE:	AmeriCorps Member – Direct Service
REPORTS TO:	Program Manager
STATUS:	Full-time; Contracted member of National Service, non-employee
POSITIONS SUPERVISED:	None
SALARY GRADE:	Annual living allowance paid bi-monthly and opportunity to earn education award with completion of term of service hours.

PURPOSE: Delivers and develops high-quality, developmental programming to youth in pre-school through 12th grade. Works collaboratively with fellow program staff to assure the effectiveness of Camp Fire opportunities for youth, in partnership with schools and other community agencies. Responsibilities include recruiting, training, and retaining youth, families, and volunteers; planning, conducting, and evaluating direct-service program delivery through in and out-of-school time clubs; designing and carrying out events and other program opportunities such as camping and outdoor experiences, field trips, and school break day camps.

ESSENTIAL FUNCTIONS:

- Provide direct delivery of Camp Fire programs to small group clubs for pre-school, elementary, middle, and/or high school youth – including utilization of national curricula, camp and outdoor programs, and special events and initiatives
- Coordinate and create relevant and timely curriculum/programming for other out-of-school times such as spring and summer break.
- Develop and implement effective expanded learning programming, including: recruiting, serving, transporting, and retaining youth; holding weekly meetings before, during, and afterschool; ensuring that youth complete activities in accordance with program-level expectations; keeping accurate records of emblems and beads earned; holding award ceremonials to which parents and host site staff are invited
- Ensure high quality direct service to all Camp Fire youth:
 - Arrive prepared and on time to conduct quality programming
 - Follow procedures and training skills to conduct quality Camp Fire programming
 - Actively participate in all club activities
 - Confirm all youth have appropriate transportation home
 - Support youth in the completion of program activities to earn emblems and beads
 - Submit accurate records of emblems and beads to Camp Fire council store in a timely manner
 - Hold at least 2 award ceremonies for youth and invite the families and school administration
 - Provide a well-rounded club program, utilizing such measures as the Camp Fire Blue Ribbon requirements
 - Ensure all youth have the opportunity to participate in field trips
 - Ensure all youth have the opportunity to participate in National and council events
 - Provide family involvement and family strengthening through club and council activities and events
 - Fulfill all accountability requirements including complete data collection and documentation
- Work with community and program partners, program director, community relations director, and program staff in organizing activities for youth – this includes camping, council events, and other special activities
- Communicate consistently with school administrators, program partners, and parents to provide a strong and positive rapport with schools, partners, and families within the community
- Recruit volunteers or community partnership personnel to assist with clubs and council events
- Utilize camp/outdoor programming skills to provide enrichment and appreciation of nature
- Develop expertise in the *Thrive Theory of Change* and other research-based positive youth development approaches

- Collaborate with fellow program staff to complete data collection and participate in the completion and integration of the Youth Program Quality Intervention process
- Collect and submit by deadlines, Camp Fire registrations, attendance and monthly reports, membership reports, outcome surveys and other reports as needed
- Attend regular meetings to keep abreast of council programming and activities
- Keep accurate records to submit all requested reports and forms by deadline to appropriate council staff
- Participate in relevant and Camp Fire trainings such as CPR-First Aid Training, Youth Development, Youth Work Methods, and other significant trainings that relate to capacity building – No more than 20% of the total job hours will be applied to training
- Participate in trainings required by AmeriCorps and complete necessary paperwork on time

DESIRED QUALIFICATIONS:

- Education and/or experience in youth development
- Ability to work effectively with people from diverse backgrounds
- Strong communication skills including the ability to make effective presentations
- Experience and skill effectively utilizing audio-visual technology, databases, computers and software including Microsoft Office Suite
- Organizational skills and demonstrated ability to achieve goals
- Bilingual (Spanish/English) a plus
- Acceptance by council auto insurance (must be at least 21 years of age) and personal auto insurance verification
- Able to drive 15 passenger van

REQUIREMENTS:

- Applicant must be a U.S. Citizen or U.S. national or lawful permanent resident alien of the United States (individuals who are in the United States under a student, work or tourist visa are not eligible to become an AmeriCorps member)
- High school diploma or GED
- 18 years of age
- Willingness to work a flexible schedule including some evenings, weekends, and occasional overnights
- Able to meet council employment requirements including acceptable outcomes on background and reference checks