

# Position Description

POSITION TITLE:	AmeriCorps Member – Direct Service
AMERICORPS TERM:	Minimum-Time (300 contract hours)
DATES OF SERVICE:	June 1, 2022 – August 5, 2022
REPORTS TO:	Program Manager – Program Delivery
STATUS:	Contracted member of National Service, non-employee
POSITIONS SUPERVISED:	None
WORK SCHEDULE:	Full-time hours, Monday – Friday, except July 4 holiday
SALARY GRADE:	Total living allowance of \$4,500, portioned and paid bi-monthly; opportunity to earn education award of \$1,342.86 with successful completion of contract and service hours.

**PURPOSE:** Delivers 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 direct-service program delivery at camp and school site, as well as planning, conducting, and evaluating program. Ensure safety of all youth at Camp Fire and school sites and on field trips.

## ESSENTIAL FUNCTIONS:

- Attend full-day training and complete First Aid and CPR certification June 1 – 3
- Provide direct delivery of Camp Fire programs for pre-school and elementary youth – including utilization of national curricula, camp and outdoor programs, and special events and initiatives
- Develop and implement effective expanded learning programming, ensuring that youth complete activities in accordance with program-level expectations;
- 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 activities
  - Support youth in the completion of program activities
  - Provide a well-rounded program
  - Fulfill all accountability requirements including complete data collection and documentation
- Work with community and program partners, program director, and program and other Camp Fire 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
- Utilize camp/outdoor programming skills to provide enrichment and appreciation of nature
- Utilize the *Thrive Theory of Change* and other research-based positive youth development approaches
- Attend regular meetings to keep abreast of council programming and activities
- Participate in relevant Camp Fire trainings as required – 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

## 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
- 17 years of age
- Able to meet council employment requirements including acceptable outcomes on background and reference checks
- Work an average of at least 40 hours per week

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 have a valid driver's license and have been a licensed driver for at least 3 years) and personal auto insurance verification