



Member Position Description

CITYSQUARE AMERICORPS

Title: AmeriCorps Summer Camp Teacher Assistant	Service Term: 8 weeks; June 3, 2024 – July 26, 2024	Member Type: Minimum Time (300 hours)
Service Host Site: Jubilee Park and Community Center		Immediate Supervisor: Karen Medina, Director of OST Programs

Position Title: AmeriCorps Summer Camp Teacher Assistant

Reports To: Immediate supervisor is Karen Medina, Director of OST Programs, Jubilee Park. CitySquare AmeriCorps supervisor is Amber Alton, Program Manager, CitySquare.

Service Hours:

CitySquare AmeriCorps Minimum Time (MT) AmeriCorps members serve a minimum of 300 hours over an 8-week period, or an average of 40 hours per week. MT members serve during Jubilee program hours, defined as Monday through Friday between the hours of 7:30am-4:00pm. Members serve in-person. Members are expected to serve through the service term end date even if minimum hour requirement is met prior to this date.

In addition, all members are expected to participate in centralized AmeriCorps trainings – including, but not limited to initial pre-service orientation and Life after AmeriCorps training. Members are also required to participate in any national service days scheduled during their term of service. A calendar of required trainings and service projects is provided at pre-service orientation.

Primary Duties:

Members serve to support Jubilee summer kid's program to give children access to positive support from others and engage in activities that promote critical thinking, creativity, communication and collaboration.

For the summer program, members are expected to:

1. Act as a mentor for students, build positive relationships and have positive interactions with them.
2. Assist in delivery of lessons, activities and classroom management.
3. Create positive relationships and interactions with our students and staff.
4. Aide in the organization of class and well-being of the participants.
5. Assist in the supervision of class when guests and other programs are happening.
6. Oversee students when playing outside and ensure their well-being in the playground.
7. Help maintain an environment conducive to learning where students feel safe.
8. Follow and enforce Jubilee's Code of Conduct.

Members will meet every Friday with the team and Site Supervisor. Additionally, mid-week check-ins will occur with members to address needs/growth areas & daily staff meetings before programming begins.

Members also assist with program-related special projects and events as determined by site staff, as long as these requests are within the AmeriCorps guidelines and do not take away time from essential functions. Examples of these activities include field trips, helping with program events, such as program registration, back to school fairs, Family Fun Nights, holiday events, etc.

Essential Functions:

Adhere to responsible work habits, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Members are required to complete and submit timesheets on time to the appropriate onsite supervisor for signature and approval.

Members are required to call in to the appropriate site supervisor and any relevant site staff when absent or late. Chronic tardiness and absenteeism are grounds for suspension and/or dismissal. Members who miss three consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.

Members must have a strong commitment to community service, to communicating effectively with Host Site staff, with fellow members, community partners and AmeriCorps staff. Members must also exhibit a strong work ethic (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Members are required to adhere to all codes of conduct and or related policies and procedures of the Host Site, CitySquare and AmeriCorps. Members must wear the AmeriCorps logo during service.

Service Conditions:

This job is highly interpersonal and requires that members work well with others. Members must be able to accommodate changing work conditions and diverse points of view. Physical demands are similar to what a teacher experiences. Members must learn to balance both Host Site identity and AmeriCorps identity. Equipment used, includes computers, smart boards, copiers, scissors, glue, staplers, music equipment, general office supplies, general classroom supplies, etc.

Qualifications:

Minimum: High school diploma or GED. At least 17 years or older. U.S. Citizen or Permanent Resident. Able to lift, push, pull or maneuver up to 25 pounds with or without assistance. Must be able to stand and walk for extended periods of time. Maintain a positive attitude in all communication. Able to effectively manage multiple task and projects simultaneously. Basic computer skills. Ability to work flexible hours as requested - some Saturdays and evenings. Access to reliable transportation to and from host site daily. Members agree to submit to a criminal background check, as well as the National Sex Offender Registry.

This position has recurring access to vulnerable populations. As such, it requires a three-part National Service Criminal History Check, including an FBI fingerprint background check. The member may not begin service until cleared on all three components.

Disaster Relief Effort:

In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.