Our House

AmeriCorps Member Position Description

Service Position Title and Type: Child Development AmeriCorps (900 hours)

Name and Address of Program: Our House 302 E. Roosevelt Road Little Rock, AR 72206

Service Location: Our House

Site Supervisor/Title: Natalie Baber, Child Care Manager; natalie@ourhouseshelter.org
501-374-7383, ext. 208

Purpose: Our House – Founded in 1987, Our House is a comprehensive program for the working homeless serving over 1,400 clients annually. Operating on a 7-acre campus in central Little Rock, Our House empowers homeless and near-homeless families and individuals to succeed in the workforce, in school, and in life through hard work, wise decision-making, and active participation in the community.

Service Position Summary:
The Child Development AmeriCorps Member will serve at Our House’s child development center, called Little Learners which serves 65 children ages 6 weeks-5 years old. The Child Development AmeriCorps Member will serve in two of four classrooms (Toddler 1 and Toddler 2 or PreK3 and PreK 4-5) that are led by a lead Teacher. The Child Development AmeriCorps Member will serve with the teacher to help plan and implement activities for the children, ensure the safety of all children in the program, and create an enriching, fun and safe environment for the children helping them to meet their developmental goals and milestones.

The Child Development AmeriCorps Member will serve to meet established outcomes goals for Our House’s AmeriCorps project, including: serve at least 75 children in Little Learners; help at least 50 children ages 1-5 meet the developmental milestones on the developmental assessments.

Essential Functions of Position:

- Provide hands-on support to children in the Little Learners Child Development Center to help them meet developmental goals and milestones.
- Assist in the implementation of curriculum-driven activities that reflect Arkansas’ Child Development and Early Learning Standards.
- Adopt and Implement Conscious Discipline in the classroom to enhance the social-emotional growth of all children
- Contribute to the education of children through unique lesson and activity planning
- Participate in and seek out professional development that will further advance pedagogy skills
- Organize service projects to benefit the children and parents of Our House, including developing partnerships with outside organizations, recruiting volunteers, recruiting participants, and other activities necessary for successful service events.
- Design and implement health and wellness, arts, and STEM enrichment activities for Little Learners.
- Assist in the collection of performance measurement data to track and analyze progress towards the above outcomes.
- Facilitate parent engagement programming for parents of Little Learners children quarterly, i.e. Family Fun Night.
● Serve collaboratively with other AmeriCorps members, VISTA volunteers, and staff members to implement programs, achieve and track outcomes, and other activities to benefit the clients and programs of Our House.
● Participate in AmeriCorps Days of Service and additional service projects as approved by the program director.
● Attend Our House National Service meetings led by the VISTA Leader.
● Attend program, all-team, and committee meetings as assigned by the supervisor.
● All members will undergo all required criminal history checks: NSOPW, FBI, and Arkansas State Police, as well as other states, as necessary.

Marginal Functions of Position:

● When called upon, members may be asked to support disaster response and/or recovery efforts as needed by the State of Arkansas.

● **COVID-19 Response Activities:** Assisting with classroom/equipment sanitization, assisting with client health entry screening or providing virtual support to clients receiving resources from home.

Knowledge, Skills, and Abilities Required: The Child Development AmeriCorps Member will be thoroughly committed to Our House’s mission. All candidates must enjoy working with children, have a positive attitude, and serve as a role model for the children in the program.

Academic and Experience Qualifications: High school diploma or GED required; Child development background and/or relevant college courses preferred.

Service Conditions: This service is performed primarily indoors. This is a physically active role where you will engage with children ages 1-5.

Commitment Required: 40 hours a week for a six (6) month term beginning September 1, 2020 to February 28, 2021 for a total of 900 hours.

Orientation and Training:

● On-site Our House orientation
● First Aid/CPR
● Naptime Academy
● Conscious Discipline
● AmeriCorps Arkansas Training
● Any other trainings deemed necessary by the supervisor and/or Program Director

AmeriCorps Program Benefits:

● Living Allowance of $7,070 over the course of the term of service
● $3,097.50 Segal Education Award at the end of a successful service term
● Healthcare coverage
● Student Loan forbearance

Evaluation and Reporting:

AmeriCorps Member will participate in mid-term and end-of-term evaluation and review. AmeriCorps Member will submit their hours on a bi-weekly basis and write quarterly reflections.

For more information:
Priscilla Barnes, Human Resources Manager 501-374-7383 ext 137

For more information about AmeriCorps State and National, go to https://www.nationalservice.gov/programs/americorps/americorps-state-national/become-member.

This program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service.

Member’s Legal Name: ________________________________

Signature (member): ________________________________ Date: __________

Signature (program director): __________________________ Date: __________

Updated July 2020