



AmeriCorps Member Position Description

Service Position Title and Type: Youth Program AmeriCorps (Half-time, 900 hours)

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

Service Location: Our House

Site Supervisor/Title: Desirae McBride, Youth Program Manager desirae@ourhouseshelter.org 501-374-7383, ext. 289

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 Youth Programs AmeriCorps Members will serve at Our House's out-of-school program, called Our Club which serves 90 school age youth in grades Kindergarten-12th grade. Our Club operates every day afterschool and all day during school breaks (winter break, spring break) and teacher in-service days. Our Club also operates a Summer Program for eight weeks over the summer. The Youth Program AmeriCorps Member will help to plan and implement enrichment activities for the youth, ensure the safety of all children in the program, help the youth with their homework and tutoring, and create an enriching, fun and safe environment for the youth.

The Youth Program AmeriCorps Member will serve to meet established outcomes goals for Our House's AmeriCorps project, including: serve at least 125 school-aged children in Our Club and help at least 85 of those who stay for at least three months to maintain or improve their report card grades in literacy and math.

Essential Functions of Position:

- Serve directly with youth during Our Club program hours (including after-school, summer, school holidays, and evening programming) in one of three homerooms K-2nd grade, 3rd-5th grade, 6-12th grade.
- Provide homework help to youth in the program: K-2nd grade, 3rd-5th grade, 6-12th grade.
- 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
- Develop and implement programming in one of our five programming areas: STEM, Arts, Cultural Enrichment, Health/Physical Fitness, and Life Skills.
- Facilitate parent engagement programming for parents of Our Club children, i.e. Family Fun Night.
- Serve to meet established outcomes goals for Our House's AmeriCorps project, including: serve at least 150 school-aged children in Our Club, work to ensure 100 youth complete at least one semester in the program, and help at least 85% of those who stay for at least three months to maintain or improve their report card grades in literacy and math.

- Assist in the collection of performance measurement data (report cards and test scores) to track and analyze progress towards the above outcomes.
- 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 AmeriCorps meetings led by the VISTA Leader.
- Attend weekly Our House staff meetings and other meetings as directed by supervisor.
- All members will undergo all required criminal history checks: NSOPW, FBI, and Arkansas State Police, as well as other states, as necessary.

The above functions may be completed with or without reasonable accommodations.

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 adult and youth clients receiving resources from home.
- **Community Outreach Activities:** Members may engage in activities that directly support the AmeriCorps Program. For example, assist with member recruitment; assist with public relations to introduce the AmeriCorps program to the community and develop community partnerships; assist with efforts to build a culture of service in Arkansas.

This position does not duplicate work of previous or existing employees or volunteers, supplant the hiring of workers, or include service or duties that have been performed or were performed by a current employee, an employee who recently resigned or was discharged, an employee subject to a reduction in force, or an employee who is on leave.

AmeriCorps Eligibility: AmeriCorps eligibility requires that participants must be at least 17 years of age at the commencement of service; be a citizen, national, or lawful permanent resident alien of the United States; be high school graduates, GED recipients, or working toward attaining a high school diploma or GED during their term of service; and satisfy the National Service Criminal History Check criteria.

Knowledge, Skills, and Abilities Required: The Youth Program AmeriCorps Member will be thoroughly committed to Our House's mission. All candidates must enjoy working with school-age youth, have a positive attitude, and serve as a role model for the children in the program.

Other Requirements: AmeriCorps members serving at Our House must be vaccinated against COVID-19 or willing to get vaccinated upon acceptance of the position. We will consider accommodations for disability- and religious-based reasons.

Academic and Experience Qualifications: High school diploma or GED required; a youth 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 5-17.

Commitment Required: 40 hours a week for a six (6) month term beginning September 27, 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 \$7,550 over the course of the term of service
- \$3,172.50 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, write quarterly reflections, and attend quarterly meetings.

For more information:

- Priscilla Barnes, Director of Human Resources 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

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