



AmeriCorps & CHILDREN TOGETHER

EARLY CHILDHOOD EDUCATION ASSISTANT

Minimum-Time Service Position Description

Purpose:

AmeriCorps and Children Together Members are responsible for enhancing the quality of care in licensed childcare centers and licensed family childcare homes in North Carolina Counties by providing developmentally appropriate activities, modeling positive childcare practices, and providing general assistance to childcare providers. As well, Members provide assistance in classrooms with small group lessons, one-on-one activities, playground support, music programs, art projects, field trips, story and circle time, etc.

Qualifications:

1. High School Diploma or G.E.D.
2. At least 17 years of age
3. U.S. citizen, national, or legal permanent resident alien
4. A strong commitment to community service
5. Previous education and/or experience working with young children preferred
6. Proof of no previous conviction or substantiation of child abuse, child neglect, or a violent or sexual crime.
7. Ability to work well with a diverse population of people.
8. Reliable transportation
9. Commitment and completion of 300 hours of service.

Essential Functions:

1. Provide general care to young children.
2. Provide teachers and childcare providers with regular childcare assistance.
3. Model appropriate childcare practices.
4. Read to young children.
5. Visually supervise young children.
6. Communicate effectively with everyone involved in the AmeriCorps and Children Together program.

Member Responsibilities:

1. Enhance the quality of care for children in North Carolina's childcare facilities by serving as an assistant teacher in a licensed childcare center on a regular, scheduled basis.
 - a) Provide new developmentally appropriate activities to childcare classrooms.
 - b) Assist the lead teacher with daily activities.
 - c) Provide assistance to providers furthering their education in early childhood or an early childhood related field, as needed.
 - d) At no time will Members be permitted to perform administrative functions.
2. When possible, attend state AmeriCorps events sponsored by the North Carolina Commission on Volunteerism and Community Service (AmeriCorps Launch in early fall 2008 and Spring Summit in late spring 2009).
3. Receive certification in Adult, Infant, and Child CPR and First Aid.
4. Participate in planning time outside of the classroom.
5. Complete and submit monthly service documents and quarterly reports in a timely fashion.
6. Actively participate in the program throughout the service year and perform at least 300 hours of service by June 30, 2009.
7. Perform additional responsibilities as assigned by the Site Supervisor and/or Program Coordinator.
8. Members must understand and follow all program policies, regulations, objectives, and activities.
9. Members are encouraged to participate in service projects on National Service Days (Make a Difference Day – October, 2008; Martin Luther King, Jr. Day – January, 2009; and National Volunteer Week – April, 2009).
10. Members are encouraged to assist in Disaster Preparedness and Management activities as needed. In the event of a local or national disaster, ACT Members will be deployed to Raleigh, accommodations provided, no longer than 4 days to assist with donations management and phone help-lines.