



AmeriCorps & CHILDREN TOGETHER

FULL-TIME SERVICE DESCRIPTION

2011-2012

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 release time for providers furthering their education. Members also 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. Each ACT Member reports to his/her placement site(s) on a daily basis and to the Member's Site Supervisor on a weekly basis. The ACT Site Supervisor provides direct supervision and support to the ACT Members. The AmeriCorps and Children Together Program Coordinator has supervisory responsibility over the entire program. *ACT Members are neither employees nor volunteers*; they are members of a National Service Program and leaders-in-training. ACT Members provide services to childcare facilities in Alexander, Buncombe, Cabarrus, Forsyth, Guilford, Rockingham, Rowan, Stanly, Stokes, and Surry counties.

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. Current physical verifying physical and mental capacity to care for and work with young children
7. Current TB test
8. Current Drug Test
9. Proof of no previous conviction or substantiation of child abuse, child neglect, or a violent or sexual crime.
10. Ability to work well with a diverse population of people.
11. Reliable transportation
12. A 10 month commitment and completion of 1700 hours of service.

ESSENTIAL FUNCTIONS

1. Provide general care to young children.
2. Provide teachers and childcare providers with daily 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.

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MEMBER RESPONSIBILITIES

1. Enhance the quality of care for children in North Carolina's childcare facilities by serving as an Early Childhood Education Assistants in up to 2 licensed childcare centers or 1 licensed childcare center and 1 licensed family childcare home at least 30 hours per week.
 - a) Provide release time to providers furthering their education in early childhood or an early childhood related field, as needed.
 - b) Provide 10 or more new developmentally appropriate activities to childcare classrooms each month.
 - c) Assist the lead teacher with daily activities.
 - d) At no time will Members be permitted to perform administrative functions.
2. Identify and fill needs in the community by performing 8 or more hours of community service each month for local community and faith-based nonprofit organizations outside of Member placement sites.
3. Participate in service projects on at least 4 National Service Days (9/11 Day of Remembrance- September 2011; Make a Difference Day – October, 2011; Martin Luther King, Jr. Day – January, 2012; National Volunteer Week – April, 2012; and National AmeriCorps Week- May 2012).
4. Assist in Disaster Preparedness and Management activities as needed. In the event of a local or national disaster, members will be deployed to Raleigh, accommodations provided, no longer than 4 days to assist with donations management and phone help-lines.
5. Attend state AmeriCorps events sponsored by the North Carolina Commission on Volunteerism and Community Service twice a year (AmeriCorps Launch in early fall 2011 and Spring Summit in late spring 2012).
6. Attend AmeriCorps and Children Together member trainings at various sites across the counties where members are placed.
7. Assist in organizing at least one AmeriCorps and Children Together monthly member training.
8. Foster a sense of service in the community by recruiting 2 or more outside volunteers to participate in National Service Day projects and by participating in other community service activities with local community and faith-based nonprofit organizations as deemed necessary by ACT Site Supervisors and community service agencies.
9. Receive certification in Adult, Infant, and Child CPR and First Aid.
10. Participate in planning time outside of the classroom.
11. Earn NC Early Childhood Credentials I & II by attending college courses and earning a grade of "C" or higher. Individuals already holding NC Credentials will increase their early childhood knowledge by taking a course at a community college.
12. Complete and submit monthly service documents and quarterly reports in a timely fashion.
13. Actively participate in the program throughout the service year and perform at least 1700 hours of service by June 30, 2012.
14. Perform additional responsibilities as assigned by the Site Supervisor and/or Program Staff.
15. Members must understand and follow all program policies, regulations, objectives, and activities.

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