



Project POWER AmeriCorps Position Description:
CF/CIS Student Supports & Community Resource Assistant

Our Mission:

Children First's mission is to empower children and their families to reach their full potential through advocacy, education and services. The mission of Communities in Schools is to surround students with a community of support, empowering them to stay in school and achieve in life.

To Learn more about Children First/Communities In Schools, please visit: <https://childrenfirstcisbc.org/>

Position Title: Student Supports & Community Resource Assistant

Reports to: After School & Summer Enrichment Program Manager and Director of Community Supports

Schedule: 37.5 hours per week, Occasional weekend and night hours. Must be available during school and learning center hours, teacher workdays, and early release days.

- Monday-Friday: 9am-12:30pm school, unless attending AmeriCorps events and meetings.
- Monday-Friday: 1:30pm -5:30pm

Position Description:

Children First/ Communities in Schools (CF/CIS) is seeking members to serve as Student Supports and Community Resource Assistants.

- In the morning, the Member will assist our Student Support Specialists located at Emma Elementary, Claxton Elementary, Eblen Intermediate and or in agency resource centers with providing services, support, and resources to students and their families through specific programs in areas of high need. The member will also assist with coordination and oversight of associated community partners and volunteers.
- In the afternoon, the Member will assist the After School and Summer Enrichment/ Learning Center staff in planning and implementing Learning Center programming.

Student Support (40%)

Key Areas of Responsibilities include, but are not limited to the following:

- Assist with direct service provision support and resource linkage to/for students and families.
- Assist Student Support Specialist **as instructed** with coordination of community partners, volunteers, programs, groups, interventions, and events at their School Site/Resource Center.
- Assist in identifying community resources to support students and families.
- Maintain accurate, accessible documentation of services provided.
- Assist in maintaining the cleanliness and organization of sites/resource center.
- Collect and store food orders/donations.
- Maintain the welcoming/supportive environment that Children First/Communities In Schools has established at each School Site/Resource Center.

Community Resource (60%)

Key Areas of Responsibilities include, but are not limited to the following:

- Learning Center: August-May (40%)
 - Interact with children on an individual, small and large group level.
 - Ensure the supervision, care, and safety of children at all times.
 - Facilitate homework and activities.
 - Facilitate prepare and sets up supplies as needed.
 - Implement behavior guidance techniques.
 - Assist with data collection, monitoring, and review to make sure students are progressing toward goals
 - Prepare, serve, and clean up snacks and other meals if needed.
 - Complete all paperwork in a timely fashion; activity sheets, attendance, behavior guidance, incident reports, parent contacts, etc.
- Assist in assuring sanitation standards



- Complete/Maintain vehicle up-keep and cleaning weekly, as well as maintenance as needed
 - Attend staff meetings and trainings.
 - Follow Children First/CIS policies and procedures.
- Summer Camp Programming: June-July (20%)
 - Assist with Summer Programming and Camps for 10-15, K-5 students.
 - Plan and prepare healthy snacks.
 - Transport students to daily activities.
 - Lead Activities and Chaperone Field Trips (Camping, Hiking, Skating, Horseback Riding, Zip Lining, etc.).
 - Support Community Partners with activities, field trips, and behavior guidance.
 - Create and implement enrichment activities that combat the "Summer Slide", reading and literacy, educational games, etc.

Other Notes:

- Members will be assigned tasks and school specific responsibilities by the Student Support Specialist at their respective morning and afternoon sites. However, the After School and Summer Enrichment Program Manager and Director of Community Supports will be the Members AmeriCorps Supervisors. The Lead Student Support Specialist and Community Supports Coordinator will consult with each Student Support and Community Resource Assistants before approving time off or upon completion of evaluations.
- It is recommended that the individual have their own transportation. Ability/willingness to drive a mini bus or 14 passenger van is preferred. Spanish speaking preferred but not required.

Experience/Qualifications

- High School Diploma or GED
- Experience working with children
- Ability to drive a 14-passenger van or mini bus; have 5 years of driving experience
- Ability to pass a background check
- US Citizen or Permanent Residence

Personal Requirements:

- Ability to work with diverse populations with an outgoing, friendly, and welcoming manner.
- Ability to develop a harmonious working relationship with supervisor, CF/CIS staff members, volunteers, community partners, families, and the general public.
- Flexible work style that can accommodate diverse needs of children/families, work interruptions, and crisis calls.
- An open and creative mind that will be receptive to new and innovative ideas.
- An ability to give and receive information effectively orally and in writing.
- Ability to project a positive professional image of Children First/CIS to the community.
- Embrace the Children First/CIS mission of improving the lives and children, youth, and their families and empowering them to stay in school and achieve in life.
- Ability to perform duties with considerable independence of action, decision making, and to make correct application of policies and procedures.
- Ability to plan, organize, direct, and prioritize areas of responsibility.
- Ability to maintain sites at or above Children First/CIS standards.
- Ability to do light to heavy lifting and have good physical health and endurance.
- Ability to maintain a clean, safe, and visually pleasing atmosphere for clients.

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. All or any portion of this position description is subject to elimination, modification, or addition at any time at the direction of the Children First/ Communities in Schools Lead Student Support Specialist.

It is the policy of Children First/Communities in Schools to consider all applications for this position equally without regard to an applicant's race, color, religion, disability, pregnancy, national origin, sexual orientation, gender, age, ethnicity, income, veteran status, marital status or any other basis prohibited by federal, state, or local law.

