



## CAC AmeriCorps

*Position Description*

**Children's Program Coordinator**



**Dates of Service:** August 2<sup>nd</sup>, 2021 – August 1<sup>st</sup>, 2022

**Partner:** Centro Hispano de East Tennessee

**Location of Service:** 2455 Sutherland Avenue, Knoxville, TN 37919

**Supervisor:** Director of Youth and Family Engagement

### **About CAC AmeriCorps:**

Established in 1994, CAC AmeriCorps is a national service program that combines elements of traditional conservation practice with community action that informs our work and places it in the broader context of the region. CAC AmeriCorps members serve to improve public lands, streams and greenways, educate the public, meet immediate human needs, eliminate barriers to employment, contribute to healthier lifestyles, and build volunteer capacity to enhance the ability of our partners to get things done. We are committed to human and environmental justice in our communities through enduring acts of service.

### **Position Summary:**

Centro Hispano is a small non-profit serving the Latino community of Knox County and the surrounding region. The vision of this organization is for all Latinos and Latinas to thrive culturally, educationally and economically. Centro pursues this vision by offering tools and information to connect, integrate and empower the Latino community through education and engagement. Centro Hispano's Youth and Family Engagement Department includes afterschool programs, parent education, youth development and college access programs, and educational advocacy.

The goal of the CAC AmeriCorps member serving with Centro Hispano as Children's Program Coordinator is to improve the consistent quality of Centro Hispano's Children's Programs by supporting the Youth & Family Engagement Director in strategic planning, staff training, program evaluation, tracking objectives and curriculum development for programs for youth and families. The Children's Program Coordinator will manage and support the afterschool site coordinators by gathering attendance and student performance data, communicating with school support staff, planning family events, and ensuring necessary program supplies are available. This position will work with the Y&F Director to develop curriculum and activities for afterschool and youth programs, meet with lead teachers to encourage and support weekly lesson planning, and communicate with contracted instructors and partner organizations. They will also work with the Program Director to schedule and plan ongoing training opportunities for Youth & Family Staff. Finally, they will help the Program Director identify and implement program and

student assessment measures, develop a tracking plan for children's program grant indicators, follow up with school administrators as needed to gain access to student test data and participate in program evaluation discussions with Program Director in order to prioritize funding and program expansion.

This opportunity will provide the member with an opportunity to become very familiar with afterschool programs and working with diverse populations, particularly English Language Learners. The person in this position will learn about educational curriculum and family engagement strategies, while gaining skills in team-building and program management. Centro Hispano is a fun and dynamic environment to work where Americorps VISTA members are treated as full staff members whose opinions and time are respected and appreciated. We have worked with many early career professionals to help them find their passion and path in life. This is hard work, but so fulfilling! This position would be ideal for someone interested in working in youth development, family services, social work or education, and we've had past Americorps members go on to graduate school in Education, Public Health and Social Work, as well as joining programs like Teach for America.

### **Minimum Qualifications:**

#### Education

- Associates Degree or above in education, child & family studies, human development, sociology, or human services; or equivalent experience in youth development and afterschool programs

#### Position Requirements:

- Team player with a positive attitude and strong interpersonal skills.
- Bilingual (Spanish/English) strongly preferred
- Knowledge of child development and/or experience working with children and/or adolescents
- Experience with or passion for working with culturally diverse populations
- Detail-oriented and organized
- Knowledge of google suite (gmail, sheets, docs)
- Knowledge of curriculum development and program evaluation (preferred)

### **Member Benefits Include:**

- A modest living allowance of \$13,876.38, or, \$513.94 bi-weekly (pre-tax), paid over 52 weeks.
- Education Award of \$6,345 that can be applied to student loans and/or future education expenses.
- Health insurance premium subsidy paid by program for members who are covered by a Bronze, Silver, or Gold plan in the health insurance marketplace (healthcare.gov) and are not already covered by a parent, spouse, Medicaid, Medicare, or Military healthcare benefits.
- Health insurance allowance plan that reimburses for out-of-pocket expenses for those already covered by a health insurance plan.
- Access to TeleDoc, a virtual healthcare resource.
- Relocation (50+ miles) and Close-of-Service travel allowance of up to \$1,000
- Settling-In Allowance of up to \$750 (must be requested).

- Non-Competitive Eligibility status for federal hiring up to 1 year after completion of your term.
- Worker's Compensation
- Child Care Reimbursement
- May be eligible for Supplemental Nutrition Assistance Program (SNAP). In-house SNAP benefits specialist available to provide assistance in determining eligibility.
- May be eligible for utility bill assistance. In house specialists available to provide assistance with determining eligibility.
- Staff assistance with identifying housing.
- Professional development and networking opportunities.
- 20% discount in tuition for Carson Newman's online MBA in Nonprofit Leadership program.

**Equity and Inclusion:**

The Knoxville-Knox County Community Action Committee (CAC) is an Equal Opportunity Employer and will take action to ensure that employees are treated equally without regard to race, color, national origin, sex, age, handicap, cultural or religious convictions. CAC AmeriCorps provides reasonable accommodations to applicants and employees. Applicants with disabilities may request reasonable accommodation at any point in the employment process.