

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED AUGUST 2014
RANGE: 43.0
CLASSIFIED
CODE: 2

AMERICORPS LOCAL FACILITATOR

DEFINITION

Under direction, the AmeriCorps Local Facilitator will serve as an assistant to the AmeriCorps Program Coordinator.

EXAMPLES OF DUTIES

Participate in recruitment and selection of AmeriCorps members;

supervise AmeriCorps members;

participate in two-week member orientation;

participate in monthly staff meetings;

lead weekly team meetings;

facilitate local training sessions;

act as liaison between AmeriCorps program and members' school and out-of-school work sites;

connect team with community-based organizations and resources;

help plan and carry out community service projects on evenings and weekends;

maintain records for non-AmeriCorps volunteer hours and service projects;

review and approve member time sheets;

review member's documentation measuring progress with targeted students;

compile data and information required to complete required progress reports;

participate in member performance evaluation;

compile information regarding local in-kind contributions to program;

assist Program Coordinator with program-wide administrative duties;

travel to assigned school sites, district offices, and other locations as necessary to attend meetings and perform assignments.

QUALIFICATIONS

Knowledge of:

Principles of personnel supervision and training;

business letter writing;

English usage, spelling, grammar and punctuation.

Ability to:

Supervise personnel;

appreciate the value and importance of cultural diversity;

work with people and organizations with different viewpoints;

work collaboratively with schools, agencies, community-based organizations, parents, students and local volunteers;

interpret and apply policies and procedures, rules and regulations applicable to assigned responsibilities;

solve problems, mediate conflicts, and apply disciplinary procedures when necessary;

keep accurate records;

compile information for and write a variety of administrative reports;

communicate clearly and concisely, both orally and in written form;

organize events and activities;

establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Coordinating activities and events with children and adults.

Education:

AA Degree is a minimum requirement for this position.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

8/7/17

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