



Position Description: AmeriCorps Program Coordinator

Organization

Created by the SC General Assembly in 1999, South Carolina First Steps to School Readiness is the state's comprehensive early childhood education agency and a 501(c)3 nonprofit organization. SC First Steps (SCFS) takes a holistic approach to accomplishing our mission of preparing all kids for success in school, work and life, offering services that improve children's health, strengthen families, expand access to quality child care, increase participation in four-year-old kindergarten (4K) programs and help transition rising kindergartners into school. Through a network of 46 affiliates, called "local partnerships," SCFS reaches children 0-5 and their families in every county of the state. With funding from the state, annually, SCFS provides over 2500 four-year-olds with access to Pre-K 4 across 64 school districts. SCFS is a public-private partnership with the ability to leverage state, federal and private funds to accomplish our state-wide mission. In addition to developing, funding and supporting programs and initiatives statewide, South Carolina First Steps also operates as a connector and convener serving as the Early Childhood Advisory Council for the state of South Carolina. In this capacity, the work of First Steps includes integrating government and private systems to ensure all children begin school ready to success. The diverse workforce that makes up the 50+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Grantmaking and Development

The SC First Steps Grantmaking and Development Team is charged with increasing South Carolina First Steps' investment in early childhood programs, services, and systems. The team has three primary responsibilities which include overseeing and expanding the role of SC First Steps as an intermediary funder of formula, competitive, and targeted grantmaking among local First Steps partnerships, First Steps 4K providers, and other early childhood system partner organizations; seeking additional public and private resources to leverage the state's financial investment in First Steps; and overseeing other resource development and capacity building efforts on behalf of the organization.

Position Description

Reporting to the Director of Grantmaking and Development, the AmeriCorps Program Coordinator directs the operation of, and provides oversight for, the **South Carolina First Steps AmeriCorps Program**, a statewide program launching in August 2020 located in multiple First Steps local partnership locations, the First Steps 4K Program, and the Early Childhood Advisory Council. This position will be responsible for recruiting and supporting AmeriCorps Members in their efforts to increase access to quality early learning and supports for vulnerable children 0-5 and their families in South Carolina through three Member roles: 1. Parent Educator AmeriCorps; 2. Family Support AmeriCorps; and 3. Community Education and Outreach AmeriCorps. This position will manage all aspects of the program to ensure compliance with all policies, procedures, and regulations pertaining to the operation of an AmeriCorps program and will be responsible for ensuring South Carolina First Steps meets all

requirements of the South Carolina Service Commission and the Corporation for National and Community Service.

In addition to direct supervision by the Director of Grantmaking and Development, the AmeriCorps Program Coordinator works closely with several other team members that play key roles in supporting AmeriCorps Member service, including the Executive Director, Director of Administration, Director of Finance and Audit, Communications Director, Chief Partnership Officer, Parenting Coordinator, State 4K Director, and ECAC Program Manager. This position will supervise a full-time AmeriCorps Member, who is responsible for supporting the AmeriCorps Program as a “Member Experience Leader.”

Responsibilities

- Coordinate recruitment, screening, and background checks of all potential AmeriCorps Members. 15%
- Manage programmatic activities including but not limited to development of policies and procedures. Direct supervision of one full-time AmeriCorps Member to assist with program operations. 15%
- Develop, manage, and monitor the program’s operating budget in accordance with the grant award, tracking all grant-related expenditures and coordinating with the Office of Finance for the submission of requests for reimbursement. 15%
- Facilitate orientation and trainings that align with AmeriCorps regulations and that meet the professional development needs of AmeriCorps Members. 15%
- Conduct regular program monitoring sessions and quarterly performance evaluations for all AmeriCorps sites. 15%
- Maintain AmeriCorps Member records including documentation of service hours and enrollment eligibility. 10%
- Collect, review, analyze, and report data on program performance measures. 10%
- Represents and promotes South Carolina First Steps AmeriCorps in the local community and develops and maintains positive, collaborative working relationships with organizations, businesses, governmental entities, and community agencies in the service delivery area. 5%

Qualifications

- Bachelor’s degree or higher.
- Proven experience in program management and supervision of staff and/or volunteers.
- Ability to set and achieve strategic objectives, meet performance targets, and manage a budget.
- Strong written and verbal communication skills, including public speaking skills; a persuasive and passionate communicator with excellent interpersonal and multidisciplinary project skills.
- Strong computer skills including skills in Microsoft Office Suite.
- Excellence in organizational management with the ability to coach staff, volunteers, and/or interns, manage, and develop high-performance teams.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, local affiliates (partnerships), childcare partners, volunteers, and clients.
- Ability to demonstrate and promote inclusivity and cross-cultural competence.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.

- Action-oriented, entrepreneurial, adaptable, and innovative.
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of South Carolina First Steps.

Preferred Qualifications

- Degree in education, social work, or related field.
- At least two years of management experience, preferably for a youth serving non-profit organization.
- Successful experience managing an AmeriCorps program or similar volunteer/service learning program.

Other Requirements

- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within South Carolina.
- Must be able to pass National Service Criminal History Check (NSCHS), criminal background and child and adult maltreatment screens and a pre-employment drug screen.
- Ability to lift up to 25 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

This is a Temporary Grant-Funded position.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

To apply, submit your cover letter and resume to Avian Jones at ajones@scfirststeps.org.