



United Way Association
of South Carolina

Community Education & Outreach AmeriCorps Member

Service Site: South Carolina First Steps 4K

Service Counties: Horry, Richland, Spartanburg, and Sumter

Site Supervisor/Title: Samantha Ingram

Service Position Type: Quarter Time (450 hours)

Term of Service: October 1, 2020 to June 30, 2021

Average Weekly Service Hours: 15 hours per week; flexible schedule as determined by AmeriCorps Member and the service site. Hours of Service must be completed between 7:00 a.m. and 7:00 p.m.

Number of Available Service Opportunities: 4

AmeriCorps Member Position Overview

The Community Education and Outreach AmeriCorps Member helps SC First Steps articulate the mission and vision of the organization across Local First Steps Partnerships, ECAC, and FS4K. Serving as a community connector, the Member will encourage families to enroll children into preschool programs or direct them to Local First Steps Partnership services as the primary lead to getting the community informed and excited about local resources.

Minimum Qualifications

Ability to:

- Adhere to schedule and specific timetables.
- Use good organizational skills and the ability to be task-oriented.
- Effectively communicate in both oral and written forms.
- Use excellent interpersonal skills, including intangible qualities (e.g., friendliness, openness, non-judgmental attitude, enthusiasm, etc.).
- Be physically capable of performing all job duties.
- Serve as a role model (positive attitude, professional dress, demeanor and behavior).
- Complete paperwork and reports.

Special Requirements:

- Knowledge of, or ability to learn about, early learning programs for which children must be eligible based on either income or disability, such as Early Head Start, Head Start, SC Voucher, public school preschool programs, early intervention services, First Steps 4K, home visiting, or other intensive, evidence-based programs.
- Must have reliable transportation, possess a valid South Carolina Driver's License, and have current insurance if using a personal vehicle for company work.
- A resident of the Horry, Richland, Spartanburg, and/or Sumter community.

Education and other qualifications:

- Be at least 21 years of age or older.
- Have a high school diploma or its equivalent.
- Be a citizen, national, or lawful permanent resident alien of the United States.

- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.
- Satisfy the South Carolina Department of Social Services Central Registry of Child Abuse and Neglect registry.

Preferred qualifications:

- Current or prior experience as a parent or caregiver of young children.

Essential Functions

- Assist in collecting and compiling community outreach survey data to ensure that community members are satisfied with information/ referral services provided (Example: Collecting and analyzing data on local demographics, developing results, and presenting the conclusions to the relevant departments.).
- Plan and execute community meetings (in person or virtual) designed to bring awareness to the FS4K, ECAC, and Local First Steps Partnership work under the SC First Steps mission and vision.
- Provide one-on-one referral services, as required.
- Conduct public relations activities, such as developing strategic relationships with local organizations, attending community events and tradeshow, and conducting informational presentations at universities, clubs, and civic groups to promote FS4K, ECAC, and Local First Steps Partnership work under the SC First Steps mission and vision.
- Support the development of outreach materials such as brochures, social media posts, and other marketing materials.
- Create activities to supplement and support outreach needs.
- Seek opportunities to partner with community organizations to assist with outreach activities, including providing them with needed resources and information, receiving their feedback, recognizing their efforts, and answering their questions.
- Relay knowledge of child development (provided during training) to support families in identifying the appropriate program for their child.
- Host family convenings (in-person and virtual) to bring awareness of all birth to 5- year old family resources available in the local area.
- Participate in September 11th Day of Remembrance and/or Martin Luther King Jr. Day of Service events, which may take place on the weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

Additional Responsibilities

Although not essential position functions, the Member Experience Leader may be responsible for the following as needed:

- Participate in outside service activities approved by the AmeriCorps Coordinator and/or local site supervisor.
- Participate in AmeriCorps program recruitment activities.
- Assist in planning of service day activities.

Physical, Emotional, and Intellectual Demands

To perform the services successfully, the AmeriCorps Member should demonstrate the following competencies to perform the essential functions of this position:

- **Flexibility/Resilience:** The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Work Independently:** The ability to be a self-starter and accomplish tasks independently and without constant direct supervision.
- **Ability to Multi-Task:** The ability to handle multiple tasks and assignments; prioritizes more critical functions while maintaining a good handle on others; reports in a timely manner any barriers to task completion and allows ample opportunities for a supervisor to adjust deadlines.
- **Results-Oriented Thinking and Behavior:** A genuine concern for effectiveness. Possesses the desire to get the service done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
- **Awareness and Sensitivity to the External Environment:** Situational awareness; is aware of the organizations that they represent, including the United Way Association of SC, AmeriCorps SC, CNCS, and the Host Site's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of those organizations.
- **Sedentary Work:** Member is required to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally, and all other sedentary criteria are met.
- **Physical Activities:**
 - Manual Dexterity: Picking, pinching, typing or otherwise serving, primarily with fingers rather than with the whole hand or arm as in handling.
 - Communicating: Expressing or exchanging ideas. Activities must convey detailed or important spoken instructions to others accurately, loudly, or quickly.
 - Listening: Ability to receive detailed information through appropriate communication.
- **Visual Acuity:** Member is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
- **Service Conditions:** Member is subject to both inside and outside environmental conditions. **Must be able to accept some exposure to communicable diseases (i.e. childcare setting). Must be able to work in an environment that may be moderate to loud (i.e. childcare setting).**

Benefits

- The living allowance for this position is \$187.97 distributed on a bi-monthly basis and may not exceed \$3,571.43 for the term of service.
- This position is eligible for an Education Award up to \$1,638.89. Please visit [https://www.nationalservice.gov/Programs/amicorps/segal-amicorps-education-award](https://www.nationalservice.gov/Programs/americorps/segal-amicorps-education-award) for additional information on the education award.
- Professional Development and Childcare Network Connections
- Mileage Reimbursement
- Access to child care scholarship assistance, if offered by the local service site.

Organizational Overview

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 2200 four-year-olds with access to Pre-K 4 across 64 school districts (FS4K).

SCFS is a public private partnership with the ability to leverage state, federal and private funds to accomplish our statewide 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 (ECAC) for the state of South Carolina. South Carolina's ECAC is a collaborative body representing the state's early childhood system. Established in state statute, the ECAC includes the directors of state agencies, elected officials, state-level early childhood leaders, members of the business and medical communities, parents and early childhood educators.

The work of First Steps includes integrating government and private systems to ensure all children begin school ready for success.

This Program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information, and military service. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Updated August 2020