

Metropolitan Ministries AmeriCorps Program



Metropolitan Ministries AmeriCorps Member

AmeriCorps Member Position Title: AmeriCorps Children's Group Leader Assistant

Site Supervisor: Associate Director of School Age Programs

Site Location: Tampa, Florida

Period of Service: Service Period ends on July 31, 2018

Member Service Objective: The AmeriCorps Children's Group Leader Assistant will provide daily after school and evening program support for children.

Description of Duties:

- Plan and implement developmentally appropriate daily activities for children in the after school, evening, and summer camp program. Incorporate recreational and academic activities that enhance the child's experience and teach social, emotional and leisure skills.
- Be a role model of exemplary behavior for the children, volunteers, and parents.
- Supervise children in collaboration with MM staff.
- Organize and supervise volunteers.
- Plan and deliver project-based STEAM and literacy lessons.
- Maintain daily and weekly administration (sign in/out book and daily attendance log, weekly lesson plans, accident/incident reports, driving logs, permission slips, etc.).
- Communicate regularly with Supervisor regarding any children's issues.
- Demonstrates flexibility in work schedule to ensure that program needs are being met.
- Practice and maintain a safe, healthy, and clean environment.

Qualifications:

Education and Experience:

- High school degree. Experience working with children preferred.
- Extensive exposure to children's programs highly desirable.
- Requires understanding of poverty, a high degree of maturity, strong inter-personal skills and the ability to work and communicate with low socio-economic and diverse parents and clients in a professional and diplomatic manner.
- Ability to verbally communicate and resolve conflicts between children. Ability to plan, organize and conduct education programs.

- Ability to communicate effectively, both orally and in writing. Ability to use a computer and related software.
- Ability to administer CPR and First Aid to children and implement safety procedures.
- Ability to work effectively with others within a multi-disciplinary team framework including staff and volunteers.
- Ability to supervise and direct volunteers.
- Demonstrates maturity and sensitivity to issues of faith, culture and other sources of diversity.

Eligibility Requirements:

To be eligible to enroll in AmeriCorps, an individual must:

- Be a U.S. citizen, a U.S. national, or a Lawful Permanent Resident Alien
- Be at least 17 years of age
- Have successfully passed a criminal background check

Benefits:

- Bi-weekly stipend for term of service
- Education award is provided upon successful completion of service
- Forbearance on qualified student loans and interest accrual payments while serving (taxable).
- AmeriCorps service gear

How to apply:

Submit cover letter and resume to Maureen.Mida@metromin.org.

Deadline:

Applications will be reviewed as they are received. Please submit your application as soon as possible.