

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2003
RANGE: 43.0
CLASSIFIED
INSTRUCTIONAL SERIES
CODE: 2

AMERICORPS LOCAL FACILITATOR

DEFINITION

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

EXAMPLES OF DUTIES

Participate in recruitment and selection of AmeriCorps members;

supervise AmeriCorps members;

participate in two-week member orientation;

participate in team leader orientation and monthly staff meetings;

attend at least one team meeting weekly;

attend some training sessions;

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

help team become integrated into Neighborhood and Healthy Start Partnerships;

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

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

help identify and plan summer projects for members;

review and approve member time sheets;

review member's paperwork measuring progress with targeted students;

compile data and information required to complete quarterly progress reports;

participate in member evaluation;

compile information regarding local in-kind contributions to program;

and assist Program Coordinator with program-wide administrative duties.

QUALIFICATIONS

Knowledge of:

Principles of personnel supervision and training;

business letter writing;

and 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;

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.

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

ST:rw

8/18/04

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Formerly: F: AmeriLocalCor