



ENHANCEMENTS SUPPORT SPECIALIST AMERICORPS MEMBER

Member Name:**Program Name:** Big Brothers Big Sisters of the Mississippi Valley**Service Location:** 3247 E 35th St Ct, Davenport, IA 52807**Site Supervisor:** Abbie Bruns**Start & End Dates:** 9/5/23 – 8/17/24**Member Term:** ¾ Time – 1,200 Hours**Living Allowance:** \$15,000**Education Award:** \$4,826.50**Connection to Purpose and Goals of AmeriCorps Program:**

Big Brothers Big Sisters (BBBS) believes all youth should have the tools to achieve their full potential. BBBS creates and supports one-to-one mentoring relationships that ignite the power and promise of youth. With the support of BBBS, Bigs (adult mentors) and Littles (youth enrolled in the program) spend time both individually and in group activities providing consistent positive role models, adult friends, and nurturers of possibilities. These are all contributors to the key elements of strong developmental relationships.

The primary function of this AmeriCorps service position is to consult with the Enhancements Coordinator and other Program staff to plan and execute various aspects of match activities and other program enhancements for participants of BBBS mentoring programs. They will be responsible for providing high-level customer service in response to all program participants.

Description of anticipated service schedule:

The Enhancements Support Specialist AmeriCorps Member will serve a minimum of 26 hours per week primarily Tuesday – Saturday, between the hours of 7am and 8pm to allow for facilitation of small or large group activities. This service position requires an individual with flexibility and the ability/willingness to work evenings and weekends regularly.

Members may be asked to serve at special events and activities within the grant partnership that may be outside of the member's normal service hours. On a quarterly basis, Site Supervisors and Members will review the Member's hours served to date in OnCorps and their future service hours to insure they will successfully complete all required hours within the contract terms.

* Sick or personal leave, and holidays are allowed, but such time off does not count towards the required number of hours needed to successfully complete the term of service. There are additional benefits offered if the member has a compelling personal circumstance.

City of Davenport AmeriCorps Program - Related Service Activities:

- Participate in the City of Davenport/AmeriCorps Program required service activities including:
 - Sept 11th – Service project held during daytime hours
 - MLK Day (3rd Monday of January) – Service project held during daytime hours
 - AmeriCorps Week (2nd or 3rd week in March) – Activity held during daytime hours
 - Trainings (as scheduled) – Typically Mon-Fri, with 2 times available to choose from



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- Participate in at least 2 of the below listed City of Davenport community events to serve at
 - Red, White & Boom (July 3rd) – Evening event
 - Party in the Park (Jun-Aug Dates TBD)
 - Family Fun Saturdays (Every 3rd Sat May - Sept)
 - Movies in the Park (Dates TBD)
 - Youthfest (Date TBD)
 - Community Egg Hunt (Date TBD)

Position/Site Specific Member Service Activities (if applicable):

- Support mentor/mentee/family relationships by connecting participants with external community partners and resources, both through established agency partnerships as well as creating new collaborations.
- Create and distribute parent/guardian newsletters, and other communication pieces, to keep them informed of upcoming activities and community resources.
- Coordinate and Attend Match Activities and Enhancements, maintaining professional working relationships with all program participants.
- Consult with Staff and AmeriCorps Members to determine enhancement interests of children and volunteer mentors participating in the program.
- Refer program participants to external activities and enhancement opportunities as requested, and available.
- Answer and route incoming phone calls.
- Participate in BBBSMV activities and events including, but not limited to:
 - **Match Anniversaries** – Monthly (minus December) 11 total – Plan & execute 1 per quarter, along with 3 other staff/AmeriCorps members.
 - **Major Annual Match/Family Events** – Plan & execute 4 per year (Spring into Adventure, Fall Event, Putt-a-Round Match Night, and Annual Picnic) along with the rest of the Enhancements team - all other staff/members asked to attend/assist with these activities as well.
 - **Match Activities (outside of 4 main match/family events)** – Average of 48 throughout the year – Attend/assist with at least 2 to 3 per month, as needed.
- Program Volunteers recruited and/or managed by AmeriCorps members will not participate in prohibited activities as outlined in the approved grant.
- Members may engage in other allowable activities that are not specifically outlined in the position description, but that support the AmeriCorps program design, and which will help the Program meet its goals. Under no circumstances will members be asked to perform prohibited activities.

Desired Skills/Qualifications:

- Post-secondary education and/or experience in the field of education, recreation, human service, child development, psychology, social work or related field
- Experience working with children and families preferred
- Understanding of best practices in child development, behavior management, developmentally appropriate activities, child safety, etc.



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- Ability to interact well with diverse youth and adult populations
- Ability to complete provided Iowa and Illinois Child Abuse Mandatory Reporter Certifications within 30 days of service contract start date

Physical Requirements:

- Walk and carry materials up and down steps
- Stand and walk for extended periods of time
- Lift 30 pounds
- Bend, squat, and kneel

AmeriCorps Service Eligibility Criteria:

- Have or will obtain diploma/GED before the service contract start date (**HOWEVER**, this specific service position with BBBS also requires the post-secondary education or experience outlined above).
- Be 17 years or older at the start of service (no upper age limit)
- Pass a national service criminal history check prior to first day of service
- Hold one of the following citizenship statuses: US citizen, US national, or Lawful Permanent Resident

AmeriCorps Service Benefits:

- Education Award received upon successful completion of their term of service.
- Living Allowance
- Childcare coverage, for qualifying members
- Student loan forbearance and interest payments for eligible loans

Performance Evaluation & Reporting Requirements:

- Regular one-on-one Member Performance Evaluations with Site Supervisor throughout the term of service
- Regular submission of member timesheets and mileage expense reports

AMERICORPS PROGRAM CONTACT INFORMATION & SIGNATURES

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