

**W&M Civic & Community Engagement AmeriCorps
Middle School Community & Family Engagement Liaison and Mentor (1 position)
Williamsburg, VA**

Service Position: AmeriCorps Community & Family Engagement Liaison & Mentor

Employment Category: Salaried Part-Time Professionals

Service Location(s): Abram Fink Community Center (JCC Parks & Recreation) & Hornsby Middle School

Department: 2D5000 Civic & Community Engagement

Unit Mission Statement: Together with members of William & Mary and our broader communities, we cultivate equitable and transformational relationships, and provide programming and resources for students to become lifelong community-centered leaders.

Service Position Summary: The Family & Community Engagement Liaison and Mentor connects middle school students and families with resources that foster belonging and ignite interests. By facilitating partnerships and family activities, this role strengthens educational support and community ties, boosting student confidence and family involvement in education. This initiative promotes inclusivity and enriches students' and families' educational experiences.

Immediate Supervisor & Contact Information: Jana Shelton, Community Impact Manager, WJCC Community Action Agency

Organization's Mission & Work:

Our Mission: Together with members of William & Mary and our broader communities, we cultivate equitable and transformational relationships, and provide programming and resources for students to become lifelong community-centered leaders.

Our Vision: A just and sustainable world, thriving communities, and a campus that embraces lifelong civic learning and action.

Our team of staff and student leaders work together toward our vision, with a [approach](#) grounded in relationship orientation and equity and guided by [William & Mary's values](#), [Vision 2026](#), and the [Student Affairs Strategic Plan](#).

Member Impact: The Family & Community Engagement Liaison and Mentor connects middle school students and families with resources that foster belonging and ignite interests. By facilitating

partnerships and family activities, this role strengthens educational support and community ties, boosting student confidence and family involvement in education. This initiative promotes inclusivity and enriches students' and families' educational experiences. As a mentor, this position will also develop middle school students' social emotional skills through high quality project-based activities that allow adolescents to explore their interests/sparks and build their sense of purpose, sense of self, and motivation to achieve their goals.

Responsibilities include:

Direct Programming 50%

- Provide high quality project-based learning activities during out-of-school time hours, including Project Discovery enrichment, by participating in three-weekly mentoring shifts
 - Scaffold learning experiences and engages youth with clear objectives that meet individual needs, interests, and developmental levels and continually assesses and adapts daily plans and overall progress to ensure each youth's target outcomes are met
 - Work with the site supervisor, immediate supervisor, and advisors to coordinate optimal plans for each young person
 - Lead engaging, physically, emotionally safe, and inclusive environments to encourage play, exploration, and learning across developmental domains and respect the diversity of needs, ability, experiences and backgrounds of all youth
 - Utilize group management strategies based on theories of youth development
 - Collaborate with young people, team members, parents and partners to promote growth and development
- Attend at least three enrichment field trips with the program
- Coordinate and participate in Martin Luther King, Jr. Day of Service

Administration, Preparation & Support 30%

- Work with Site Supervisors in Project Discovery and W&M faculty and staff to support families and engage them in both educational and extracurricular activities that support their youth and their family.
 - Creatively and consistently market family engagement activities through parent newsletters and by attending community events
 - Increase and improve participation in family engagement activities
 - Research factors that affect family engagement as part of Head Start needs assessment
 - Collaborate with civic groups, partners, and community organizations in the design of family and community outreach experiences
 - Coordinate with WJCC staff to identify partners to enhance student learning and experiences

- Develop, plan, and execute family engagement activities with site staff
- Troubleshoot any issues that arise in programming
- Complete mentor notes after each session on the development of their young person
- Participate in bi-weekly reflection and monthly coaching sessions
- Collect data on participant engagement and progress including recording data in data management system(s)
- Driving a W&M van or personal vehicle to and from service

Training 20%

- Complete year-long training plan which includes assigned training on curricula and the developmental needs of youth and their families, up to 60 hours
 - Training includes curricula and the developmental needs of youth and their families during the adolescent childhood years

Qualifications:

Required:

- Citizenship or permanent residency status (Green Card)
- High school graduate or GED certification
- 17 years of age or older
- Pass the Criminal History Check

Preferred:

- Experience or interest in working with young people
- Bachelor's degree or 1 year of community engagement experience
- Driver's License

Commitment:

Member will serve at the Minimum Time level (300 hours at approximately 8-10 hours per week) during the academic year (September through May).

- Three weekly mentoring shifts; between 3pm-5pm (Hornsby) and/or 5:30-7pm (Abram Fink Center) for 24 weeks of programming throughout the academic year
- Bi-weekly reflection and monthly coaching sessions
- One family engagement event (evening or/and weekend)
- Attend at least three enrichment field trips with the program
- Complete training plan which includes onboarding on periodic training throughout the service term, up to 60 hours.

- Participate in Martin Luther King, Jr. Day of Service on January 20, 2025

Education Award Amount:

Estimated, based on 2023-24 Minimum Time: \$1,565.08

Living allowance: \$4,050

Benefits:

All members have access to Benefits subject to change. Includes fitness facilities on campus. Staff members also have access to the university libraries, and much more. See [HR's Other Benefits & Discounts](#).

In addition, the AmeriCorps program will include the following opportunities:

- Leadership development
- Development of specific education and youth development skills, of particular interest to those pursuing careers in education and psychology
- Monthly coaching for personal & professional growth
- Career development workshops on translating their AmeriCorps experience into future success
- Professional networking opportunities

W&M's statement on background checks: William & Mary is committed to providing a safe campus community. W&M conducts background investigations for applicants being considered for employment. In addition, AmeriCorps has its own requirements. Between both, the following will be included in background investigations:

- Reference checks
- State criminal history check, which may include out-of-state state checks
- National Sex Offender public website
- FBI fingerprint-based check
- When appropriate, a financial (credit) in compliance with the Fair Credit Reporting Act (FCRA) and report or driving history check.

W&M's EEO Statement:

William & Mary values diversity and invites applications from underrepresented groups who will enrich the research, teaching and service missions of the university. The university is an Equal Opportunity/Affirmative Action employer and encourages applications from women, minorities, protected veterans, and individuals with disabilities.

For additional information contact Joy Jackson in Civic & Community Engagement at William & Mary at joy@wm.edu or 757-221-2738.