

**W&M Civic & Community Engagement AmeriCorps
Head Start Family Services Liaison & Mentor (2 positions)
Williamsburg, VA**

Service Position: AmeriCorps Family Services Liaison & Mentor

Employment Category: Salaried Part-Time Professional

Service Location(s): One position: Williamsburg-James City County Head Start (James River Elementary, Norge Elementary, Poplar Creek Center)
One position: York County Head Start (Griffin Yeates Building)

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 Head Start Family Services Liaison & Mentor provides support to young people ages 3-5 primarily through family engagement programming and activities and participates in in-class activities to promote literacy, self-regulation, and positive self-identity. The Family Services Liaison service will occur both during traditional school hours as well as out-of-school time hours (on weekends and evenings) to support family engagement.

Immediate Supervisor & Contact Information: Head Start Site Supervisor, Amber Richey, York County Children & Family Services Manager (York County Site); Monika Bozyk, Education Manager-Head Start Program, WJCC Community Action Agency (WJCC Sites)

Responsibilities include:

Direct Service 55%

- Participate in three weekly sessions as a mentor and tutor during the traditional school day (to include after-care) each week
 - Provide culturally responsive literacy support in small group instruction
 - Implement session plans for each assigned child
 - Continually assess and adapt daily plans and overall progress to ensure each child's target outcomes are met

- Deliver engaging, physically, emotionally safe, and inclusive environments to encourage play, exploration, and learning across developmental domains
- Create environments and experiences to value, affirm, and respect diverse needs, abilities, experiences, and backgrounds
- Record notes on all sessions with assigned children
- Utilize group management strategies based on theories of child development
- Assist in centers and outside gross motor development
- Participate in Martin Luther King, Jr. Day of Service
- Participate in four family engagement events (aftercare hours, evening, or and weekend)

Administration, Preparation & Support 25%

- Work with Head Start Site Supervisors and W&M faculty and staff to support families and engage them in both educational and extracurricular activities that support their child and their family's healthy development, including in-school, after-care, evening, and weekend hours
 - Develop, plan, and execute family engagement activities with site staff charged with family engagement, including programming such as money management
 - Provide marketing and public relations supports such as producing parent newsletters and attending community events
 - Increase and improve participation in family engagement activities
 - Research factors that affect family engagement as part of Head Start needs assessment
 - Attend family home visits with Family Services Specialist
 - Creatively and consistently market family engagement activities
 - Assist with planning and logistics for family engagement events
- Collect data on participant engagement and progress including recording data in data management system(s)
- Participate in bi-weekly reflection and monthly coaching sessions
- Assist Mentors by troubleshooting issues that arise during programming
- May drive a W&M van or personal vehicle to and from service site(s)

Training 20%

- Complete training plan which includes onboarding on periodic training throughout the service term, up to 60 hours
 - Including assigned training on curricula and the developmental needs of young children and their families during the early 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 work experience in education or youth development

Commitment:

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

- Three weekly mentoring shifts between 9 am - noon, M-F for 24 weeks of programming throughout the academic year
- Bi-weekly reflection and monthly coaching sessions
- Four family engagement events (aftercare hours, evening, or and weekend)
- 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 amount \$1,565.08

Living allowance: \$4,050

Benefits:

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

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

- Leadership development
- Development of specific education and youth development skills, of particularly 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.