

W&M Civic & Community Engagement
AmeriCorps WJCC Head Start Mentor & Support Specialist (1 position)
Williamsburg, VA

Service Position: AmeriCorps Head Start Mentor & Support Specialist

Employment Category: Salaried Part-Time Professionals

Service Location(s): Various Locations
Williamsburg-James City County Head Start (office)
James River Elementary (program site)
Norge Elementary (program site)
Poplar Creek Center (program site)

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 Mentor & Support Specialist provides support to young people aged three to five in early childhood care in the areas of literacy, self-regulation, and positive self-identity. They deliver high-impact literacy and social emotional support, tutoring, and prosocial activities during the traditional school day or aftercare hours. The Head Start Mentor & Support Specialist will also provide family engagement and administrative support to the program.

Immediate Supervisor & Contact Information: Monika Bozyk, Education Manager- Head Start Program, WJCC Community Action Agency

Member Impact: The Head Start Mentor & Support Specialist will develop the literacy and social emotional skills of three-, four- and five-year-olds in partnership with their families as well as provide administrative and family engagement support to the WJCC Head Start Program

Responsibilities include:

Administration, Preparation, & Support 50%

- Work with Head Start Site Supervisors, 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
 - Assist with planning and logistics for programming

- Assist in space and materials set up and breakdown in programming environment (schools, community center etc.)
- Work with the Head Start Site Supervisor and the administrative team to assist in meeting programming guidelines and ensure the safety and well-being of all young people
- Collect data on participant engagement and progress including recording data in data management system(s)
- May drive a W&M van or personal vehicle to and from service site(s)

Direct Service 30%

- Provide effective social-emotional curriculum and culturally responsive literacy tutoring to preschool children during the traditional school day or during after-care hours
 - Assist in centers and outside gross motor development
 - Complete assigned training on curricula and the developmental needs of young children and their families during the early childhood years
 - 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
 - Create 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
- Participate in five weekly sessions during traditional school hours
- Participate in bi-weekly reflection and monthly coaching sessions
- Participate in four family engagement events (aftercare hours, evening, or and weekend)
- Participate in Martin Luther King, Jr. Day of Service

Training 20%

- Complete training plan which includes onboarding on periodic training throughout the service term, up to 240 hours.

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
- Driver's License

Commitment Required:

Member will serve at the Three-Quarter Time level (1,200 hours at approximately 40 hours per week) during the academic year (September through May). In addition to maintaining regular office hours, the member will participate in:

- Five weekly two-hour direct service (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 240 hours.
- Participate in Martin Luther King, Jr. Day of Service on January 20, 2025

Education Award Amount:

Estimated, based on 2023-24 for Three-Quarter Time: \$5,176.50
Living allowance: \$16,200

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](#). 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.