

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

**Service Position:** AmeriCorps Head Start Mentor & Support Specialist

**Employment Category:** Salaried Part-Time Professional

**Service Location(s):** 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 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. In addition, the Head Start Mentor & Support Specialist will provide family engagement and administrative support to the program.

**Immediate Supervisor & Contact Information:** Head Start Site Supervisor, Amber Richey, York County Children & Family Services Manager

**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 York County Head Start Program

**Responsibilities:**

**Administration, Preparation & Support 50%**

- 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
  - 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
- May drive a W&M van or personal vehicle to and from service site(s)

- Monitor and collect data on participant engagement and progress including recording data in data management system(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 the traditional school day or after-care
- 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:**

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).

- Five weekly two-hour direct service (mentoring) shifts between 9 am – noon or during aftercare, M-F for 24 weeks of programming throughout the academic year
- Bi-weekly reflection and monthly coaching sessions
- Five 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](#).

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](mailto:joy@wm.edu) or 757-221-2738.*