

## **Communities In Schools of North Texas Quarter Time AmeriCorps Member Position Description**

Quarter Time AmeriCorps Members are responsible for providing Integrated Student Support services to students who are at-risk of dropping out of school and for supporting the services of Communities In Schools of North Texas (CISNT) on their assigned school campus, under the supervision and direction of the CISNT Site Coordinator. Quarter Time AmeriCorps Members are placed at high need campuses across CISNT's service region, including Denton, Lake Dallas, Lewisville, Little Elm, Northwest, and Bridgeport ISDs.

The goal of the agency's AmeriCorps program is to provide members with valuable experiences that are in line with their personal interests, ambitions, and career goals, and to fulfill the requirements of the AmeriCorps grant objectives. AmeriCorps Members will be eligible for an educational award after successful completion of their hours. Quarter Time AmeriCorps Members are not eligible for employee benefit plans under CISNT. There is no guarantee of future employment with CISNT once the AmeriCorps Member's term is over. The duration of the Quarter Time AmeriCorps Members term is defined as between 4-12 months in which they must complete 450 service hours.

*At minimum, the Quarter Time AmeriCorps Member qualifications are as follows:*

- Minimum 17 years of age.
- Intermediate level computer skills in Microsoft Office and Excel required.
- Strong organizational, communication and interpersonal skills.
- Experience working with children and youth preferred.
- Ability to analyze data and create reports, charts and graphs.
- Multi-task oriented with ability to effectively manage and work on multiple projects simultaneously.
- Ability to work in a fast-paced environment and meet strict deadlines.
- Exhibit a commitment towards the CISNT mission.

*Quarter Time AmeriCorps Members will be assigned to perform the following essential duties on the campus they are placed at as part of the Integrated Student Supports provided on campus:*

- Members will provide Integrated Student Supports to a minimum of 8 students who are at-risk of dropping out of school through individual & group activities, focused on improving their academic and school engagement and mental well-being.
- Implement evidence-based SEL curriculum and activities.
- Assist with the daily supervision of CISNT volunteers that work directly with students at-risk of dropping out on their assigned campus.
- Maintain up-to-date and professional documentation on the activities provided to students.
- Participate in monthly agency wide staff meetings and trainings.
- Participate in leadership development classes and AmeriCorps group meetings.
- AmeriCorps Members are required to wear the AmeriCorps logo every day of service. Wearable items with the AmeriCorps logo will be provided to the member.
- In the event of a local, state, or federal disaster declaration, AmeriCorps members may be asked on a volunteer basis or be required by OneStar to activate to assist in disaster response and recovery activities within their communities. This may involve virtual service opportunities or in-person service opportunities. This may include service opportunities outside of the member's standard service hours or in place of their standard service duties. In the event of a large-scale, high needs local, state, or federal disaster, AmeriCorps members may voluntarily or be required by OneStar to deploy to an area outside of their service area to assist in disaster response and recovery activities.