



# 414 Fellows

## AmeriCorps Member Position Description

The 414 Fellows AmeriCorps Program follows Marquette University's non-discriminatory policy to ensure *equal educational opportunity, employment, and access to services, programs, and activities, without regard to an individual's race, color, national origin, religion, age, disability, sex, gender identity/expression, sexual orientation, marital status, pregnancy, predisposing genetic characteristics, or military status*. Further, the 414 Fellows uphold Next Door's commitment to *Promote the unique identity of each child and family and not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition*.

The 414 Fellows program is a partnership between Marquette University and Next Door, a Milwaukee-area nonprofit organization that supports the intellectual, physical, and emotional development of children. Fellows deliver intensive literacy and educational services to students ages six weeks to three years old at Next Door. The 414 Fellows exist to further advance the literacy acquisition and neurodevelopment of predominantly low-income youth in Milwaukee to address the achievement gap often observed after comparing socioeconomic status.

414 Fellows serve as members of AmeriCorps, a program which supports a broad range of service programs across the country that engage thousands of Americans in intensive service to meet critical community needs. *Through AmeriCorps, individuals of all ages and backgrounds address the nation's education, public safety, environment, and human needs through service.*

To contribute to this mission, 414 Fellows will engage in one-on-one serve-and-return interactions that are developmentally appropriate for the age of each child. These activities include book reading, narrating actions, rhyming, identifying and naming letters, writing, fine and gross motor play, and musical activity. Additional time in the classroom will be spent on small and large group activities that will also support these focus areas. Members will receive longitudinal training to prepare, support, and improve their effectiveness as a 414 Fellow.

### A. 414 Fellows AmeriCorps Member Qualifications

Members will have the following qualifications:

1. 18 years or older
2. U.S. citizen, or U.S. national or lawful permanent resident of the United States
3. Successful completion of National Service Criminal History Check
4. Eligible for at least \$1500 Federal Work Study award
5. Full-time Marquette University undergraduate student
6. Maintain a cumulative 2.75 GPA or higher at Marquette University
7. Good standing with the University (both academic and disciplinary)
8. Demonstrate commitment to community service and ability to commit to 300 hours over the course of a full academic year (fall and spring semesters)
9. If employed in another campus job, must have permission from Program Director
10. Dedication to early childhood education
11. Professionalism across various settings: Marquette Campus, Next Door, and the Milwaukee Community
12. Ability to work well in a team and independently

### B. Essential Functions

*All the following duties and responsibilities are essential position functions subject to reasonable accommodations. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform other position-related instructions within the scope of their normal service activities as requested by their supervisor, at Next Door or*

*Marquette, in alignment with the grant and not unallowable or prohibited activities and subject to reasonable accommodation.*

1. Provide direct services to Next Door learners, at one of two locations, to engage and inspire literacy acquisition and healthy social, emotional, and cognitive brain development. Interact with children through serve-and-return interactions 7-8 hours per week. This entails one-on-one interactions as well as group activities in the classroom. Specifically, 414 Fellows must be able to see both print and illustrations, hear children and adults, and demonstrate effective reading and writing skills on their own or with reasonable accommodation to effectively foster a nurturing literary environment for learners. (Estimated 240 in-classroom hours)
2. Outside of the classroom: Members must attend trainings, meetings, and reflections 1-2 hours per week during the fall and spring semesters. Additionally, Members must attend a fall retreat on September 13-15, 2019. This rigorous training and reflection will provide Fellows with the tools to be successful in the classroom and to reflect on service, systemic inequity, identity, vocation, and justice. It is an expectation that Fellows engage deeply in these topics with their peers. (Estimated 60 training hours)
3. Communicate effectively with Marquette & Next Door staff, particularly classroom teachers.
4. Lead other Marquette students and participate in National Days of Service.
5. Document service activities, keeping an accurate daily log of learners engaged and hours served.
6. Commit to regularly scheduled hours and demonstrate consistency and reliability.

### **C. Non-Essential Functions**

Fellows may be required to perform other position-related instructions within the scope of their normal service activities as requested by their supervisor in alignment with the grant and not unallowable or prohibited activities and subject to reasonable accommodation.

### **D. Knowledge, Skills, and Abilities**

1. Openness to learning and personal growth
2. Commitment to attend all required AmeriCorps trainings, reflections, and retreats
3. Ability to maintain professional boundaries with learners, peers, and supervisors
4. Ability to provide a nurturing, engaging, and safe environment for learners at Next Door
5. Experience and/or interest in addressing issues within the local community
6. Interest in service and enjoy serving with youth
7. Ability to interact professionally with staff, peers, youth, teachers, families and the broader Milwaukee community
8. Willingness to explore issues of identity, systemic inequality, service, etc.
9. Effective communication skills
10. Willingness to be an active team member
11. Ability to serve in a diverse team and diverse setting
12. Organizational skills and commitment to follow through with assigned tasks
13. Flexibility

### **E. Service**

Members will be assigned to one of two Next Door Locations: Capital Drive or 29<sup>th</sup> St. Members will report directly to their Site Supervisor and AmeriCorps Program Coordinator.

Transportation between Marquette University and Next Door will be provided with use of university owned Community Service Vans (driven by Fellows) and/or the Milwaukee Public Transit System.

Of the 300 required hours, a maximum of 20% of these hours may be training, education, or other similar approved activities. In order to successfully complete the 414 Fellows AmeriCorps program, members should meet the following benchmark hours on a monthly basis:

<b>Dates:</b>	<b>Hours:</b>
September 30, 2019	50 Hours
October 31, 2019	90 Hours
November 30, 2019	130 Hours
December 14, 2019	150 Hours
January 31, 2019	170 Hours
February 29, 2020	200 Hours
March 31, 2020	240 Hours
April 30, 2020	280 Hours
May 09, 2020	300 Hours

### **F. Service Projects**

Members are required to participate in service projects during their term of service, which may include Make a Difference Day, MLK Day of Service, and Hunger Clean-Up. In addition, Fellows will work together to coordinate and execute a day of service at Next Door. Each Fellow is required to recruit at least one volunteer.

### **G. AmeriCorps Logo**

Fellows are required to wear the AmeriCorps logo at all times while serving hours. While at Next Door, this includes their member nametag and lanyard. At other times, the AmeriCorps logo can be worn via the AmeriCorps member nametag, AmeriCorps pin, AmeriCorps service gear, or other AmeriCorps branded items which will be provided to the Fellow.

### **H. Principal Professional Relationships & Service Conditions**

Members are expected to serve productively and effectively with other 414 Fellows, Marquette University staff members, Next Door staff, learners, and families. This includes an expectation of appropriate behavior and communication. Members serve at Next Door with learners in a one-to-one or small group basis. By serving in a school environment all 414 Fellows have recurring access to vulnerable populations. Members must be respectful, compassionate, and understanding in the face of this environment.

### **I. Physical, Emotional, and Intellectual Demand**

*Service with the 414 Fellows AmeriCorps program is highly interpersonal and requires that members serve well with others. Members must be able to accommodate changing service conditions and diverse points of view. Physical demands are similar to what a teacher or social worker experiences.*

### **J. Evaluation:**

414 Fellows will be formally evaluated at least once per semester by Next Door and Marquette University staff. Informal evaluation and feedback will be longitudinally and regularly provided at trainings, reflections, and retreats.

### **K. Benefits:**

- \$8.00 hourly wage via Marquette University student payroll
- \$1,289.95 Segal AmeriCorps Education Award earned after completion of the program and 300 hours of service, which can be used towards tuition, student loans, or other educational expenses
- Leadership skills, personal growth and development, and interpersonal skills
- Extensive training in early childhood education
- Deeper understanding of community engagement and social justice issues including segregation, educational inequity, and poverty
- Opportunity to positively impact the lives of Milwaukee youth
- Increased civic engagement and community involvement
- Professional experience and expanded personal and professional networks

