AmeriCorps Volunteer
Casa de Esperanza de los Niños
Position Description 2027-2028

Position Title: AmeriCorps Volunteer	**Volunteer Type and Service Hours:** Full Time 1700 Hours
Term Date	Detailed in the signed Volunteer Service Agreement
Service Site: *Casa de Esperanza de los Niños*	

This Volunteer Position will serve a minimum of 1700 hours during their term which, on average, is 36 hours per week. Schedules are worked out with the direct supervisor. All volunteers are expected to participate in centralized AmeriCorps trainings – including but not limited to initial kick-off training and Life after AmeriCorps training. Volunteers are also required to participate in national service days including 9/11 Day of Service, MLK King Day of Service and National AmeriCorps Week.

Site Specific Duties:

Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities.

POSITION SUMMARY: Hands of Hope AmeriCorps Volunteers provide direct child-care and supervision to children in foster care placement and support the School Readiness program in the Casa de Esperanza Neighborhood during a 12-month service year program. Hands of Hope AmeriCorps Volunteers leave our program with knowledge and experience that they can apply to the complex social problems faced by children and families in the child welfare system to achieve innovative solutions.

EDUCATION: High School Diploma or GED (minimum)
QUALIFICATIONS:

- Minimum age of 21 years old
- Fluent in written and spoken English
- Completed Application and References
- Cleared Background Check
- Valid driver's license (held for at least two years) is required to transport children and operate agency-owned vehicles.
- Cleared pre-placement drug screen. Clear random drug screens for duration of placement
- Annual vaccination for Influenza

KNOWLEDGE, SKILLS, AND ABILITIES:

- Empathy for the needs of children in care
- Desire to serve the children in care

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- Ability to prioritize the needs of the children
- Sound judgement and decision making
- Excellent work ethic
- Ability to establish and maintain positive relationships with others
- Flexibility
- Patience
- Strong communication skills
- Emotional regulation in high stress and high emotion situations

ROLES AND RESPONSIBILITIES:

- Provides care to assigned infants, toddlers, and young children that reside in the agency foster home
- Maintains the assigned household and vehicle
- Transports children to and participates in children's medical, dental, and therapy appointments
- Completes required state documentation for the children's service activities
- Maintains all standards of care and documentation with Casa de Esperanza's policies and Residential Child Care Licensing Guidelines
- Builds community within the Casa de Esperanza Neighborhood
- Participates as a team volunteer in the care of the children in the Neighborhood home and School Readiness program settings
- Provides support to the School Readiness teacher in managing a small classroom of young children
- Contributes to the mission of Casa de Esperanza

SCHEDULE:

Volunteer weekly schedules are worked out in advance with supervisors but generally will include 7-hour shifts between the hours of 7:00 a.m. and 11:00 p.m.

On occasion, volunteers may serve from 11:00pm to 7:00am, though this is not part of the typical shift rotation and only occurs in emergency or unique situations.

AmeriCorps Volunteers serve approximately 36 hours per week on a typical week. Program Supervisors ensure that the volunteers' schedules meet their AmeriCorps yearly hour requirement. Although we strive to ensure that Volunteers serve a predictable schedule, there will be times throughout the service year that require last-minute changes to the rotating schedule to accommodate the needs of the children in our care. Examples of circumstances that require additional hands-on deck may include intakes, discharges, and children's medical emergencies.

Essential Functions:

Volunteers are required to wear their uniform with AmeriCorps logo at all times of service. Volunteers are required to adhere to all rules and regulations as outlines in their Volunteer Service Agreement.

Adhere to responsible work habits, such as reporting for service on-time, staying on task, being friendly and helpful on site and in the community, and maintaining a professional manner and appearance. Volunteers are required to complete and submit a biweekly timesheet to the appropriate onsite supervisor for signature and approval.

Volunteers are required to call in to the appropriate site supervisor and any relevant site staff when absent or late to the program or scheduled service event. Chronic tardiness and absenteeism is grounds for suspension and/or dismissal. Volunteers who miss three consecutive days or more of scheduled service due to illness or other compelling circumstance, such as a family emergency, must provide a doctor's note or other similar documentation explaining the reason for the absences.

Volunteers must have a strong commitment to community service, to communicating effectively with staff, with fellow volunteers, community partners and AmeriCorps staff. Volunteers must also exhibit a strong work ethic (attendance, record-keeping, completing timesheets in a timely fashion, etc.). Volunteers are required to adhere to all codes of conduct and or related policies and procedures of Equal Heart and AmeriCorps.

AmeriCorps volunteers, at least 18 years of age, serving with Equal Heart are required to undergo a four-part National Service Criminal History Check. Their position is contingent on the results of this check and volunteers may not begin serving until results have been received and adjudicated.

Disaster Relief Effort:

In the event of a local, state, or federal disaster declaration, AmeriCorps volunteers 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 volunteer'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 volunteers 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.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation.

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