



PY 24-25 Team UP AmeriCorps
Core Track
Position Description

Early Language Coordinator

Program Overview: Led by the United Way of SWCO (UWSWC), Team UP AmeriCorps places AmeriCorps members at organizations throughout Southwest Colorado. While these members serve as part of a regional cohort and participate in regional cohort trainings and activities, they spend the majority of their term serving directly at a specific host site organization. **Through collaborative service, Team UP AmeriCorps members develop their own professional skills and passions, expand effectiveness of southwest Colorado organizations, and ultimately support people to thrive.** Team UP has been utilizing collective impact initiatives since 2015 to collaborate across sectors and promote communication towards common goals within rural Southwest Colorado communities.

Community Connections (CCI) provides many programs for people with disabilities in Southwest Colorado. CCI's mission is to create opportunities for children and adults with intellectual and developmental disabilities to lead healthy and fulfilling lives in our community. For many years, CCI has offered an early intervention program for children ages 0-3. In 2023, CCI began partnering with San Juan BOCES and Team UP to move the LENA Home program to CCI for regional implementation. LENA programs use technology to measure verbal interactions between caregivers and young children and education to increase those interactions.

Service Position Summary: The Early Language Coordinator will deliver the LENA Home program to engage and empower families with evidence-based practices that support the learning and growth of children, birth to three years old. The Early Language Coordinator will serve directly with families to support their child's language and overall brain development through increasing the adult interactive talk in the child's family environment, and may also help to engage other CCI staff in delivery of the program. This member will be based in Durango but will serve Archuleta, Dolores, La Plata, Montezuma, and San Juan Counties and collaborate with other LENA providers in the region to maximize the use of resources, including equipment and incentives. As a member of Talk Grow Learn, the Team UP of Southwest Colorado collective impact action team, the Early Language Coordinator will also communicate and partner with additional family resource agencies in the region. The Early Language Coordinator will also help to recruit families to LENA and other early childhood programs by helping the Action Team to manage families who are using the phone app known as "Baby BEE Ready."

Duties and Responsibilities: Team UP AmeriCorps members serve directly at their Host Site organization to develop, implement, and enhance programs, projects, and activities through direct and indirect service. Duties include:

- Actively recruit LENA participants for continuous LENA programming with outreach to
 - underserved communities and families who do not qualify for Early Intervention services
 - partner agencies and local organizations serving families with young children
- Attend local events to inform and actively recruit and enroll families in LENA programming
- In collaboration with other organizations, and independently with families, facilitate and support implementation of LENA HOME program to families in a home, family group, in-person or online setting by providing information and coaching and empowering families to increase interactive talk and learning in the child's environment
- Schedule and provide home visits, in person or online, with interested and participating families
- Collaborate with Early Intervention providers to deliver the program to families involved in Early Intervention
- Participate in CCI's Diversity Committee
- Develop plans and metrics for serving a representative cross-section of the region
- Participate in and be an active member of the Talk, Grow, Learn (TGL) Action Team
- Manage the Baby BEE ready app for families utilizing program (a place to find early childhood supports and earn incentives) for the TGL Action Team, including: Serve as the point-of-contact, manage the point-system, update activities, and distribute prizes
- Conduct outreach to the community via stakeholder meetings, communications, and presentations
- Manage curriculum and materials for the program, including inventory sharing with collaborating organizations
- Communicate with Site Supervisor on progress and anticipated program supply needs
- Assist with regional LENA Grow program (childcare center-based) as available and appropriate
- Track host site and AmeriCorps data
- Attend Team UP AmeriCorps regional trainings, cohort connection days, and Days of Service

Physical, Emotional, and Intellectual Demands:

- Willingness to learn, adapt, and grow in a position
- Ability to serve independently, take initiative, and be motivated by the projects they are doing
- Compassion and awareness: self-awareness, awareness of cultural differences, social differences and understanding of implicit bias
- Strong commitment to justice, equity, diversity and inclusion

Desired Qualifications:

- Ethic of national and community service and a strong desire to create positive change
- Ability to communicate effectively both verbally and in writing; computer literate
- High School Graduate or GED required, college graduate or equivalent work experience preferred
- Ability to pass criminal history check
- Reliable transportation & proof of auto insurance
- U.S. Citizenship or lawful permanent resident status required
- Excellent communication skills. Ability to communicate effectively both verbally and in writing; computer literate
- Understanding of culturally diverse populations
- Self-motivation, ability to take initiative
- Ability to plan, coordinate with others, and organize schedule, including travel time
- Skills or experience preferred: community and volunteer organizing; early childhood development, family training experience

- Those who understand the importance of a rich home language environment in the first three years of life in supporting a child’s overall later success, and who want to support the health and success of the children in a rural community, are encouraged to apply

Term of Service - Time Commitment: This is a Full-Time national and community service position requiring, at a minimum, a total of 1700 hours during the year (approximately 40 hours/week.) The position begins September 9, 2024 and ends August 31, 2025. Flexible hours are required, including occasional evening and weekend commitments. Service on the following dates is required:

- September 9-10: Team UP AmeriCorps Member Orientation
- September 11: Host Site Orientation
- October TDB: Fall Group Service Day
- Jan. 20 : MLK Jr. Day of Service Event
- March 31: Cesar Chavez Day of Service Event
- 2nd Tuesdays of Nov, Feb, April, & June: regional Team UP AmeriCorps Member Trainings

Training and Support Provided: Team UP AmeriCorps members receive significant training and experience in community engagement, project implementation, leadership, diverse populations, and more. Up to 20% of total hours served may be spent in applicable, approved trainings. Members will be supervised and supported by Scott Kuster, Director of Children and Family Services (scott@cci-colorado.org), as well as by Team UP AmeriCorps program staff. The PY 24-25 cohort of Team UP AmeriCorps members serving throughout the region will also act as additional resources and support for each other.

Location and Service Conditions: This position is based at Community Connections, 281 Sawyer Drive Durango, CO 81301. Regular travel in the five counties served is expected, as well as occasional off-site engagement and partnership activities, meetings, etc.

Benefits:

- A living allowance of approx. \$1,000/per pay period (twice per month). Taxes are deducted and the living allowance is distributed by direct deposit to the member’s bank account.
- An education award of \$7,395.00 upon successful completion of term of service.
- Health Insurance
- Childcare Assistance, if qualifications are met
- It is possible to temporarily postpone repayment of qualified student loans through forbearance while serving as an AmeriCorps member
- Mileage reimbursement for travel to required AmeriCorps trainings and gatherings
- Non-tangible benefits including extensive training, valuable experience, networking, and the opportunity to serve the local community in a crucial area of need

Diversity and Equal Opportunity: United Way values the diversity of our community. In principle and in practice the diverse nature of our board, staff, and volunteers is recognized as one of our best assets. We respect each individual’s unique gifts and prohibit unfair or discriminatory practices against anyone because of age, race, color, religion, national origin, disability, gender, sexual orientation, and any other protected category.

To Apply:

Step 1. Email a cover letter and resume to Team UP AmeriCorps Coordinator Anne Poirot @ AnneP@unitedway-swco.org. Be sure to indicate which position(s) you are interested in.

Step 2. Create an account on myAmeriCorps.gov and submit an application for the <https://my.americorps.gov/mp/listing/viewListing.do?fromSearch=true&id=122774>. **Please complete BOTH steps to apply.**