



Position: AmeriCorps Program Coordinator

Organization: South Carolina First Steps (SCFS) is both a nonprofit and state agency and is the only dedicated, comprehensive early childhood agency in South Carolina focused on getting children ready for school and life success. Annually, we serve more than 30,000 children. Established by the South Carolina General Assembly in 1999, SC First Steps provides funding and support to a network of 46 local, First Steps partnerships, one in every county. Through the partnerships, First Steps provides evidence-based parenting, literacy, and development programs; training for early childhood educators; child care scholarships; child care quality enhancement; and a slate of other early interventions. Through First Steps 4K, the agency partners with over 200 child care centers to offer free, high-quality, educational Pre-K 4 to more than 2500 children. In addition to developing, funding, and supporting programs and initiatives statewide, South Carolina First Steps coordinates the activities of the South Carolina Early Childhood Advisory Council, a collaborative body representing the state's early childhood system. The Early Childhood Advisory Council works to ensure that South Carolina's children arrive at school ready to reach their highest potential, are healthy and safe, and are actively supported by their families and communities.

The diverse workforce that makes up the 65+ member team at SCFS includes salaried and hourly positions and is governed by a State Board of Trustees. As an organization, we value children, relationships, equity, high quality, and results. Our office is in downtown Columbia, SC. As SCFS is a state-wide organization, some positions are remote, and some require travel.

Team: Grantmaking and Development

The SC First Steps Grantmaking and Development Team is charged with increasing South Carolina First Steps' investment in early childhood programs, services, and systems. The team has three primary responsibilities which include overseeing and expanding the role of SC First Steps as an intermediary funder of formula, competitive, and targeted grantmaking among local First Steps partnerships, First Steps 4K providers, and other early childhood system partner organizations; seeking additional public and private resources to leverage the state's financial investment in First Steps; and overseeing other resource development and capacity building efforts on behalf of the organization.

Position Description

Reporting to the Volunteer and Service Learning Manager, the AmeriCorps Program Coordinator directs the operation of, and provides oversight for, the **South Carolina First Steps AmeriCorps Program**, a statewide program launched in August 2020 located in multiple First Steps local partnership locations, the First Steps 4K Program, and the Early Childhood Advisory Council. This position will be responsible for recruiting and supporting AmeriCorps Members in their efforts to increase access to quality early learning and supports for vulnerable children 0-5 and their families in South Carolina through two AmeriCorps roles: 1. HIPPIY Parent Educator and 2. Family and Community Engagement. This position will manage all aspects of the program to ensure compliance with all policies, procedures, and regulations pertaining to the operation of an AmeriCorps program

and will be responsible for ensuring South Carolina First Steps meets all requirements of the South Carolina Service Commission and AmeriCorps (CNCS).

In addition to direct supervision by the Volunteer and Service Learning Manager, the AmeriCorps Program Coordinator works closely with several other team members that play key roles in supporting AmeriCorps Member service, including the Director of Grantmaking and Development, Grants Accountant, Local Partnership Communications Coordinator, Evaluation Coordinator, Parenting Programs Coordinator, and 4K Manager- Community Outreach. This position will supervise one or more AmeriCorps Members, including both direct service Members and Members supporting the AmeriCorps Program overall as Member Experience Leaders.

Responsibilities

1. Coordinate recruitment, screening, and background checks of all potential AmeriCorps Members. 15%
2. Manage programmatic activities, including but not limited to development of policies and procedures for site compliance. 15%
3. Facilitate orientation and trainings that align with AmeriCorps regulations and that meet the professional development needs of AmeriCorps Members. 15%
4. Conduct regular program monitoring sessions and quarterly performance evaluations for all AmeriCorps sites. 15%
5. Maintain AmeriCorps Member records including documentation of service hours and enrollment eligibility. 10%
6. File all grant-related expenditures, coordinating with the Office of Finance for the submission of requests for reimbursement. 10%
7. Serve as site supervisor to the Member Experience Leader, HIPPIY Parent Educators in the Midlands region, and any displaced members. 10%
8. Collect, review, analyze, and report data on program performance measures. 10%

Qualifications

- Bachelor's degree or higher.
- Experience with volunteer recruitment, management, and development.
- Experience with grant writing and grant management; strong writing, research, and analytical/problem solving skills. Ability to set and achieve strategic objectives, meet performance targets, and manage a budget.
- Excellent verbal communication and interpersonal skills; dynamic presenter, public speaker, and meeting facilitator. Curriculum development experience is a plus.
- Strong computer skills including skills in Microsoft Office Suite.
- Excellence in organizational management with the ability to coach staff, volunteers, and/or interns, and manage and develop high-performance teams.
- Sincere commitment to work collaboratively with all constituent groups, including staff, board members, local affiliates (partnerships), childcare partners, volunteers, and clients.
- Ability to demonstrate and promote inclusivity and cross-cultural competence. Ability to relate effectively to diverse groups of people from all socio-economic backgrounds.
- Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives.
- Action-oriented, entrepreneurial, adaptable, and innovative.
- Must be trustworthy, hard-working, positive, a team-player, and dedicated to the mission of South Carolina First Steps.

- Must have strong organizational skills and be detail-oriented. Must be able to innovate and build upon existing systems, processes, and projects. Must be entrepreneurial, hard-working and reliable. Must possess excellent judgement.

Preferred Qualifications

- Degree in education, social work, business, or related field.
- At least two years of management experience, preferably for a youth serving non-profit organization.
- Successful experience managing an AmeriCorps program or similar volunteer/service-learning programs.

Other Requirements

- Must possess a valid driver's license and vehicle to use in performance of job. Position requires some travel within South Carolina.
- Must be able to pass National Service Criminal History Check (NSCHS), criminal background and child and adult maltreatment screens and a pre-employment drug screen.
- Ability to lift up to 25 pounds

Benefits:

This position is eligible for a variety of benefits from a comprehensive health and dental insurance program and generous annual and sick leave policies, to a solid and secure retirement system. The State of South Carolina offers a competitive benefits program for state employees.

SC First Steps is an equal opportunity employer.

SC First Steps is a drug-free workplace.

To apply, submit your application here <https://bit.ly/3jGoRvu> and send your cover letter and resume to Avian Jones at HR@scfirststeps.org.