

Meeting Street @Burns
MEMBER SERVICE DESCRIPTION

NOTE: All information included in the position description is considered a supplement to the Trident United Way position description.

Position:	AmeriCorps Family Navigator
Department:	Operations
Reports to:	Daniel McKeown
Service Term:	August 15, 2022 to July 31, 2023
Service Hours:	900 hours

Position Summary: Family and community engagement are fundamental to student achievement and positive social behaviors, especially in schools with low-income families. Meeting Street @Burns efforts to engage families and the community has grown in the four years since our founding. This position would serve in a cross functional role to further the work that has already started and support the overall mission of creating an educational revolution for the students and families in the Dorchester-Waylyn Community.

Essential Functions:

- i. Resources/Relationship Building
 - a. Attending community events/festivals/meetings/workshops facilitated by schools, community organizations, and civic agencies, that help drive student achievement.
 - b. Serve as a liaison between local agencies and MSE @Burns to support families in obtaining community resources
 - c. Continuously add/update database of community partners
 - d. Cultivate relationships with community members and leaders within the Dorchester-Waylyn neighborhood.

- ii. Community Engagement Activities
 - a. Coordinate and/or share volunteer opportunities within the Dorchester-Waylyn Community with our Team & Family
 - b. Develop service-learning opportunities for students in the community.
 - c. Collaborate with leaders, teachers and parents to create a multi-tiered strategic plan for family and community engagement.
 - d. Partner with community groups to provide programs for students, families and community members in the school building and in the community.

- iii. Volunteers
 - a. Help maintain an environment where community truly feels like apart of our school by sharing ideas
 - b. Develop volunteer program prioritizing needs of the school to include recruitment, onboarding, and maintaining an up-to date volunteer database.
 - c. Create opportunities for partnership at the school and look for opportunities to support the larger community.

iv. Research and Evaluation

- a. Conduct parent and community needs assessment identify the needs and barriers families may have to drive strategic planning for community engagement
- b. Conduct an evaluation to assess the effectiveness and impact of school, family and community engagement plan.
- c. Track number of parents and students served through community partnerships
- d. Research, share, and if able to implement best practices family, school, and community engagement.

Additional Responsibilities

- Provide high quality customer service to assist individuals in need with accessing work supports (i.e. public benefits), referrals and other resources that help families become financially stable
- Must maintain strict customer, staff and partner confidentiality for all personal information and documentation
- Support the Meeting Street @Burns Operations Team with duties as assigned.
- **Short Term and Long Term Initiates**
 - Short Term
 - Host 6 workshops/services - legal services, home-ownership, nutritional programming, etc.
 - Free Tax Prep
 - Help with recruitment for Flashlight Foundation and engagement with social media/newsletter
 - Long Term
 - Family Resource “Center”
 - Resource Fair - can be tied into another event
 - AmeriCorps member providing services to families
 - Apply for funding for community engagement grants for activities

Training Responsibilities:

- All site-based on-boarding and training will be individualized and provided by Meeting Street @Burns Operations Team.

Required Skills:

- **Effectively listening and communicating with others through written, oral, and non-verbal cues**
- **Being eager to learn new things and new ways of working**
- **Problem solving and planning, specifically analyzing situations to create action plans**
- **Flexibility in dealing with variety of situations**
- **Working hard, doing whatever it takes for kids, and believing that all kids can be successful in school and in life**
- **Working with a diversity of individuals**
- **Modeling detail orientation and the ability to meet deadlines, adhere to schedules, and model organization**
- **Exercising clear judgment and integrity in decision-making**
- **Foreseeing the ripple effect of decisions, including intended and unintended consequences**
- **Being aware of his/her own strengths and weaknesses and working relentlessly to improve upon weaknesses and strengths**
- **Accepting responsibility for success and failures and showing a balance of confidence and humility**
- **Modeling our Path to Success Skills and Community Commitments in all activities and interactions**

Required Testing and Documentation: Not applicable

Reasonable Accommodations:

- *At Meeting Street @Burn we are committed to building a talented team that reflects the diverse backgrounds and experiences of our students. As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.*