



Job Description 7/29/2019

Position: AmeriCorps VISTA: Education Assistant

Status: Temporary/AmeriCorps VISTA/Full-Time

Reports to: Education Director

Location: Columbia, Missouri

POSITION PURPOSE: This position assists in the organization, implementation, and marketing of education programs targeting title one schools and community organizations that work with low-income individuals. The position's goal is to provide instruction that builds participants' knowledge and understanding of the Missouri River through hands-on experiences that will deepen the participant's connection and sense of responsibility to its care and stewardship.

RESPONSIBILITIES:

45% Education Program Instruction & Delivery: provide culturally relevant lessons.

- Differentiate and tailor programs that honor the backgrounds and needs of each group, incorporating partner's requests within our education philosophy, logistics, and interests.
- Use a student-centered approach and facilitate discussion with diverse participant groups.
- Actively participate in efforts to assess and evaluate learning and program outcomes.
- Cultivate an inclusive learning experience using sensitivity to bring cultural relevance to program content and community relationships.
- Work directly with teachers to manage students and expectations.
- Enhance the program or activities via student and teacher feedback.
- Participate in post-program reflections with the Education Director.
- Make recommendations regarding the education program.
- Develop resources and tools for training education volunteers in program instruction.
- Manage participant's physical, social, and emotional safety in different settings.
- Consults with experts on the accuracy of information provided at education programs.

25% Equity, Inclusion, and Cultural Relevance: build the core values of diversity into programs.

- Develop diversity and inclusion practices and policies that are implemented in our education programs and workplace.
- Revise and update all communication on our website, social media pages, job description, and internal documents to ensure we using an inclusive language.

- Navigate the legal obstacles of implementing diversity and inclusion initiatives.
- Measure programs and policies to ensure accountability.

25% Education Program Partnerships: create relationships with non-profits that support low-income families.

- Develop and maintain partnerships that support our education programs.
- Attend meetings and events with partners to build new and old relationships.
- Carry out partner evaluation surveys and reviews.
- Pass partnership leads to other team member and follows up on progress.

5% “One MRR” Responsibilities: engage and collaborate across program areas when possible.

- Contribute to an inclusive work community by using sensitivity to bring cultural relevance to the workplace and relationships with co-workers.
- Cultivate a culture of risk management throughout all programs.
- Proactively share the mission and program structure with external stakeholders.

KNOWLEDGE & SKILLS:

The Education Assistant must possess knowledge and skills which may result from formal education or experience in program instruction. To perform effectively in this position, the individual should demonstrate the following competencies.

- Intentional Culture: Commitment to equity, inclusion, and cultural relevance within your teaching and community.
- Variety of Instructional Strategies: Demonstrate the ability to use questions that encourage student exploration and discourse. Understands the role discussion plays in the learning process. Prompts students to reflect on activities to help them challenge their former ideas and evolve new ideas.
- Understanding of Subject Matter: Demonstrate the ability to provide content that is developmentally appropriate for students. Knowledgeable about particular subject area or topic such as art instruction or nature journaling.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

The AmeriCorps VISTA must have the ability to:

- Travel across the lower section of the Missouri River Valley; this could include a variety of cities such as Columbia, MO, Kansas City, MO, New Haven, MO and St. Louis, MO.
- Stand, walk, bend, stoop, and reach for extended periods.
- Lift and carry up to 20 lbs. (i.e., load, unload and move supplies).
- Work outdoors in all weather conditions (i.e., in temperatures over 100°F as well as rain and other inclement weather conditions as needed).

This job description is not meant to state or imply that these are the only duties performed by the AmeriCorps VISTA occupying this position. AmeriCorps VISTA will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with federal and state laws.

AmeriCorps VISTA is a Federal assistance provider. The mission of AmeriCorps VISTA is to strengthen organizations that alleviate poverty through volunteering and the mobilization of resources.

Equal Employment Opportunity: Recruiting and retaining a diverse workforce is a high priority at Missouri River Relief. Missouri River Relief does not discriminate on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, sexual orientation, physical or mental disability, military, genetic information, ancestry, marital status, age, citizenship or any other basis prohibited by law in any of its policies or programs.