



## NHC Member Position Description AMR21

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### Member Position

Health Educator

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### AmeriCorps Program

**Program:** National Health Corps Florida

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### Host Site Name & Location

Tiger Academy YMCA

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### Organization Description & Mission

- To put Christian principles into practice through programs that build healthy spirit, mind and body for all.
- At Tiger Academy, a free public school, we believe school should be more than a place to learn reading, writing and arithmetic. We approach the education of each child with a commitment to helping him or her grow in spirit, mind and body. Tiger Academy focuses on rigorous academic standards, character development, personal and social responsibility and strong family involvement, while providing each child with a structured and nurturing learning environment. The learner-centered culture includes a 7 ½ hour school day and a 195-day school year, with before and after school care available. Through a unique partnership with the Johnson Family YMCA, Tiger Academy's students enjoy enrichment opportunities and benefit from family support services. Tiger Academy provides, not only a high-quality education for the children growing up in northwest Jacksonville, but the encouragement and support they need to succeed.

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### Member Position Purpose

The AmeriCorps member will provide nutrition education to children twice daily during the school day at Tiger Academy YMCA in one of Jacksonville's low income areas. Member will facilitate education on topics like healthy eating, fruits, vegetables, lowered screen time, physical activity and injury prevention. The member will be in charge of the running club group, Run Like a Girl, and facilitate running activities weekly during the school year. The member will also be responsible for facilitating wellness activities for Tiger Academy Staff and parents as part of the Tiger Academy's new wellness program. The AmeriCorps member will conduct small group tutoring on reading for children at Tiger Academy in order to increase literacy. The member will also conduct outreach to parents in the community about scholarships that are available for students to potentially attend Tiger Academy. Literacy is one of the most important skills that influence our ability to lead healthy lives and make choices than enhance our well-being as well as access to education. All of these activities will improve the health of the families living in this community as well as ensure the future health of the Tiger Academy children.

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## Member Term of Service

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This is a full-time AmeriCorps national direct service position. To fulfill this position, the member will:

- Complete a minimum of **1,700** hours of service during this period. A maximum of 20% of these hours may be in training and a maximum 10% of these hours may be for pre-approved fundraising activities.
- understands that in order to successfully complete the term of service (as defined by the Program and consistent with regulations of the Corporation for National & Community Service) and to be eligible for the education award, he/she must:
  - a. Serve a minimum of 1,700 hours
  - b. Satisfactorily complete Pre-Service Orientation (PSO)
  - c. Satisfactorily complete service assignments as defined in the member position description and determined by the NHC Program Site.

## Site Considerations

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Is the site accessible via public transportation (if yes, what line/route)?: **Yes; Bus – 3, 4, 5, 8, 16, 51**

Does this position require a personal vehicle? **Yes**

How will your organization reimburse the member for transportation costs? **Monthly reimbursements - Reimbursement check for mileage per month based on quoted mileage rate**

Organization dress code: **Business casual is acceptable in the office. Member may choose to wear clothes that allow for participation in exercise activities while at a site. Two staff shirts will be provided and shorts or pants (not provided) must meet the uniform code.**

## Expected Service Time

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While there may be some schedule adjustments for special events requiring evening or weekend hours, a typical service schedule will be Monday to Friday from 8:00 am to 4:00 p.m with a lunch break. Tiger Academy is closed for Christmas and Spring Break. The member will have to plan accordingly to meet hours goals for the week(s) of Winter and Spring Break. The supervisor will meet with the member to monitor hours every week and help the Americorps member adjust if needed to meet the hours requirement

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## Member Role & Description of Duties

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### Tiger Academy Health Education

The AmeriCorps member will provide nutrition education to children twice daily during school hours at Tiger Academy YMCA. The member will continue to develop the AmeriCorps nutrition curriculum at Tiger Academy with new and innovative games, activities, and lesson to further the health education of children enrolled at Tiger Academy. The lessons may include fitness testing and other health assessments. Member will facilitate education on topics like healthy eating, fruits, vegetables, lowered screen time, physical activity and injury prevention.

### Small Group Tutoring

The AmeriCorps member will conduct small group tutoring on reading for children at Tiger Academy in order to increase literacy. Literacy is one of the most important skills that influence our ability to lead healthy lives and make choices than enhance our well-being. The member will facilitate small group education twice a day with children from Pre-K to 3<sup>rd</sup> grade. The member will read or guide the reading of children in a small group setting. Children will be selected for AmeriCorps tutoring based on need.

### Run like A Girl Program

Member will mentor girls at Tiger Academy on running and fitness. The member will host an afterschool club on running to create an environment that encourages physical fitness. The member will develop activities for the club to engage in each week and goals for the club to meet by the end of the school year.

### Weight Loss Program

The YMCA's Weight Loss Program are designed to encourage participants to find ways to live healthier lifestyles. Not everyone has the same goals or same needs with it comes to being healthy. The member will help mentor participants and encourage them to find the exercises and eating habits that fit their lifestyle. The member will work case by case on identifying each individuals needs and help them with creating a method of accountability.

### School Capacity Building

Member will connect host-site administration with parents and alumni. Tiger Academy offers scholarships and various other opportunities to high school senior alumni through volunteer requirements. We utilize a phone blast and email newsletters weekly to ensure parents have up-to-date information about events at Tiger Academy. Effective communication is an integral part of positive family engagement that will help them lead healthier lives. Member will take pictures of the academic day at Tiger Academy to document all events and daily routines. Host-site staff members will schedule events with member. Member will upload photos to the school's drive and create a yearbook for families to purchase at the end of the year. A yearbook is just one way for students to remember their elementary years. Having positive experiences with education early on in life will help them lead healthier lives as lifelong learners.

The member will not displace state of public funds through their service and will not exceed the 20% maximum for training hours according the AmeriCorps regulations. This position was designed especially for a NHC member. The member would not engage in: fundraising; activities attempting to influence legislation; organizing or engaging in protests, petitions, boycotts, or strikes; assisting, promoting, or deterring union organizing; impairing existing contracts for services or collective bargaining agreements; engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office; participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials; engaging in religious instruction, conducting worship services, providing instruction as part of a program

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that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization; providing a direct benefit to a business organized for profit, a labor union, a partisan political organization, a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative and an organization engaged in the religious activities described in paragraph (g) of this section, unless Corporation assistance is not used to support religious activities; Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive; Providing abortion services or referrals for receipt of such services and such other activities as the Corporation may prohibit.

<b>PROGRAM, PROJECT, OR INITIATIVE NAME</b> <i>(INCLUDE % TIME OVER TERM MEMBER WILL SPEND WITH THIS PROGRAM)</i>	<b>MEMBER ACTIVITIES AND PURPOSE OF SERVICE</b> <i>(List the key activities the member will be responsible for, for each program/project listed)</i>	<b>MEMBER OUTPUTS</b> <i>(How many classes, workshops, clients, patients etc. will the member conduct/serve under each activity)</i>	<b>NHC PERFORMANCE MEASURE(S) AND ALIGNMENT WITH NHC MISSION THIS ACTIVITY FALLS UNDER</b> <i>(if any).</i>
Tiger Academy Charter School Health Education (40%)	Research new games/activities for enrichment sites and incorporate health eating and physical activity standards; develop weekly lesson plans utilizing evidence based curriculums and local health resources. Member will lead engaging activities emphasizing cardiopulmonary exercise, strength and endurance training, and flexibility exercises according to lesson plans, incorporating games and experiential learning in a developmentally appropriate format, as well as deliver nutrition education and healthy cooking activities to youth at a YMCA Charter School.	Member will educate an average of 40 students a day on nutrition and exercise	Physical Activity/Nutrition
Small Group Tutoring (15%)	Member will hold small group tutoring sessions of reading for children at Tiger Academy to increase their literacy skills in an academic setting. Literacy is an integral part of their growth and development and will help them lead healthier lives.	Member will educate an average of 10 students a day on reading.	N/A

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<p>Run Like a Girl Program (15%)</p>	<p>Member will work with a small group of girls encouraging them to keep pace while running one-mile courses. Member will serve as a mentor to the girls in need while they run.</p>	<p>Member will conduct group and facilitate running activities at least once a week for the duration of the service term in the Fall, Winter and Spring</p>	<p>Physical Activity/Nutrition</p>
<p>Tiger Academy Weight Loss Program (15%)</p>	<p>Member will serve with Healthy Living staff to administer a Weight Loss Program to Tiger Academy Staff and Parents.</p> <p>Member will help recruit, enroll and maintain data on all participants. Member will track referrals and ensure they attend the program.</p> <p>Member will follow up with families on their experiences with the program and support their continued attendance.</p>	<p>Member will implement the adult program weekly for 12 weeks in the Spring or Fall.</p>	<p>Physical Activity/Nutrition</p>
<p>Update Parent and Alumni Contact Information/Event Photographer (5%)</p>	<p>Member will connect host-site administration with parents and alumni. Tiger Academy offers scholarships and various other opportunities to high school senior alumni through volunteer requirements. We utilize a phone blast and email newsletters weekly to ensure parents have up-to-date information about events at Tiger Academy. Effective communication is an integral part of positive family engagement that will help them lead healthier lives.</p> <p>Member will take pictures of the academic day at Tiger Academy to document all events and daily routines. Host-site staff members will schedule events with member.</p>	<p>Member will call current contact numbers and update information as needed at the beginning of the year and mid-year.</p> <p>Member will take pictures at a minimum of 2-5 events each school year</p> <p>Member will communicate with a minimum of 10 families a month.</p>	<p>Capacity Building</p>

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	<p>Member will upload photos to the school's drive and create a yearbook for families to purchase at the end of the year. A yearbook is just one way for students to remember their elementary years. Having positive experiences with education early on in life will help them lead healthier lives as lifelong learners.</p>		
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### Site Orientation and Training

The member will receive the onsite training as initial requirements for AmeriCorps. As part of the YMCA pre-hire orientation and grant requirements, member completes online DCF childcare training and other general child protective measures trainings. There are also 2 to 3 additional youth development wide trainings throughout the year that are face to face which will allow the member to meet other youth development staff across counties as well as learn from YMCA partners on various topics that help support youth development.

### Member Benefits

The member in this position will receive from the NHC program the following benefits:

1. **Living Allowance** in the amount of **\$14,279**

- a. The living allowance is not taxable, and taxes will be deducted directly from the living allowance.
- b. The living allowance is not a wage. It is intended to provide for expenses a member incurs while actively serving and is not linked to the number of hours a member serves. A member who completes his/her term of service early or will receive the portion of the living allowance that would be provided for that period of participation under the program's living allowance distribution policy (a member who leaves in the first week (or first ½) of a pay period receives ½ a stipend; a member who leaves early in the second week (or second ½) of a pay period receives a full stipend). Members who end their service early will not be eligible for the remaining amount of their living allowance, either in "lump sum" or incremental payments. A member may not receive a living allowance if they are suspended by the program.

- 2. **Health Insurance.** If a full-time member is not currently covered by a health insurance program or loses coverage due to participation in the Program, they are eligible to receive limited health insurance through the program where they serve. Insurance coverage for full-time members begins after mandatory documentation is received and processed. Member insurance coverage does not cover family members and dependents.
- 3. **Child Care.** Child care subsidy, paid directly to the child care provider by a CNCS benefits administrator, GAP Solutions, is available to members who qualify. GAP Solutions distributes this allowance evenly over the term of service on a monthly basis. Members are responsible for locating their own child care providers. The amount of the child care subsidy that the member may be eligible for varies by state and may not cover the full cost of child care.

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4. **Education Award.** Upon successful completion of the member's term of service, the member may be eligible to receive an education award from the National Service Trust. For successful completion of a full-time term (minimum of 1,700 hours), the member will receive a \$6,095 Education Award. The member understands that he/she may not receive more than the amount equal to the total value of two education awards for full-time service from the National Service Trust, regardless of the stream of service in which the member serves.
5. **Loan Forbearance Interest:** If the member has received forbearance on a qualified student loan during the term of service, and the member successfully completes the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service. After a member is enrolled in e-grants by the Program Director, they may use the CNCS web-based system to apply for loan forbearance. The NHC is not responsible for following through with private lenders.

### Minimum NHC Member Qualifications

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In order to be eligible to serve in this position and in the NHC Program, a person must meet the following requirements:

1. Must be at least 18 years of age by the time training begins;
2. Must be a United States citizen or National or have a permanent resident visa;
3. Must have a high school diploma or an equivalency certificate (or agree to obtain a high school diploma or its equivalent before using an education award) and must not have dropped out of elementary or secondary school in order to enroll as an AmeriCorps member (unless enrolled in an institution of higher education on an ability to benefit basis and is considered eligible for funds under section 484 of the Higher Education Act of 1965, 20 U.S.C. 1091), or who has been determined through an independent assessment conducted by the Program to be incapable of obtaining a high school diploma or its equivalent;
4. Must have complied with all CNCS required criminal history checks including 1) a State Criminal Registry Check of the CNCS designated repository in both the state in which the program operates and the state in which the member resided at the time they applied to the program; 2) a nationwide fingerprint based FBI background check; and 3) a Department of Justice National Sex Offender Registry Check. The member understands that if the results of the required criminal history checks reveal that they are subject to a state sex offender registration requirement and/or have been convicted of homicide (1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> degree) they will be **ineligible** to serve in the Program. The member also understands they will have the opportunity to review and dispute the findings from the criminal history check.
5. Must submit valid forms of documentation to prove date of birth and citizenship/naturalization/resident alien status and must have a valid government issued photo identification;
6. Must disclose any history of having been released from another AmeriCorps program; failure to do so will render one ineligible to receive the education award;

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7. Must submit evidence that they successfully completed any previous AmeriCorps terms, if applicable;
8. Must furnish all other documentation deemed appropriate by the program and host service site.

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### Site Member Qualifications

Ability to relate effectively to diverse groups of people from all socio-economic segments of society. Builds rapport and relates well to others. Listens for understanding and meaning, speaks and writes effectively. Enjoys physical activity and health lifestyle choices. Enjoys interaction with school-aged children. Drive to take initiative and be innovative in lesson planning and programmatic components. Very outgoing and energetic and enjoys speaking in large groups of people. Works well with children and has patience. Understands how to conduct pre- and post-testing, organizes data and meets all data reporting submission deadlines. Member will be successful in this position if they are self-starters and are able to provide service independent of constant supervision. Previous experience working with children in a developmental/educational setting preferred. Ability to plan, organize and implement age-appropriate/developmentally appropriate program activities. Strong interpersonal skills/team oriented. Ability to present a positive image to staff, participants, colleagues, mentors/supervisors and the community.

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### Evaluation and Reporting

All NHC members will be given written performance review by both their host site supervisor and NHC Program Director at the mid-term and end of their term of serve. These performance reviews will be, based on the member's performance at their host site and their participation in National Health Corps responsibilities such as member trainings, committees and group service projects. If a member disagrees with any aspect of their performance review, they can indicate that on the review and they may appeal to the Program Director in writing, according to the grievance procedure. NHC members will be evaluated according to the following criteria:

- a. Whether the member has satisfactorily completed service assignments, tasks or projects;
- b. Whether the participant has met any other performance criteria which has been clearly communicated both orally and in writing at the beginning of the term of service;
- c. The member's ability to establish and maintain positive interpersonal relationships and whether they participated in NHC activities;
- d. Whether the participant has completed or is on track to complete the required number of hours outlined in their member contract to complete their term of service.

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### Employment Status of AmeriCorps members in this Position

For guidance related to the employment status of AmeriCorps members please refer to the below link:

<http://www.nationalservice.gov/documents/main-menu/2015/frequently-referenced-resources-about-employment-status-ameri-corps-members>



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### AmeriCorps Brand and Messaging

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For guidance on AmeriCorps branding and messaging, please refer to the below link:

<http://www.nationalservice.gov/documents/amicorps-state-and-national/2015/amicorps-branding-and-messaging-guidance>

### NHC Program Director and Host Site Supervisor

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- **Dustin J Arceneaux, Program Director**  
Email: [darceneaux@nefhsc.org](mailto:darceneaux@nefhsc.org)
  
- **Jessie Didier, Student Support Services Director**  
Email: [JDidier@fcymca.org](mailto:JDidier@fcymca.org)

### Site Supervisor Signatures

By signing below, you acknowledge that you have read and understand the contents of this position description.	
<b>Host Site Supervisor Full Name (Print):</b> <b>Host Site Supervisor Signature:</b> _____	<b>Date:</b> _____
<b>AmeriCorps NHC Member Full Name (Print as listed on formal documentation):</b> <b>AmeriCorps NHC Member Signature:</b> _____	<b>Date:</b> _____
By signing below, you acknowledge that this position description was finalized/approved by the NHC Florida Site Director:	
<b>NHC Florida Site Director Full Name (Print):</b> _____	
<b>NHC Florida Site Director Signature:</b> _____	<b>Date:</b> _____