

## Position Description



<b>Position Title</b>	Infant and Toddler Early Learning Partner
<b>Program</b>	Early Learning Corps
<b>Reports to</b>	Program Manager and Internal Coach

## Position Summary

The Infant and Toddler Early Learning Partner is embedded into a nonprofit childcare center, Early Head Start classroom, or community agency and engages infants and toddlers with language enriching, play-based interactions. This position fosters wrap-around support for infants and toddlers who are in the birth-to-two-years-old age range. Additionally, the Early Learning Partner focuses on fostering asset-based, supportive, and caring relationships with caregivers of infant-and-toddler-aged children at their service site and/or the surrounding community. This is an AmeriCorps service member position with the AmeriCorps program, Early Learning Corps.

## Essential Functions

### Child Development Support

- Engage infants and toddlers in play-based, developmentally appropriate interactions that promote expressive language development (i.e., singing, reading, talking, counting) and social-emotional well-being (i.e., anti-bias techniques) during daily routines.
- With help from the team, use available classroom data to determine children who need additional one-on-one or small group support in early language, numeracy, and social-emotional domains.
- Implement targeted support to children who are identified as needing early language, numeracy, and social emotional services as determined by the team.
- Build asset-based relationships with the caregivers of young children (e.g., seeing families from a position of strength, sharing celebrations and affirmations about the child, sustained efforts to get to know caregivers, problem-solving).
- With direction from site, develop and execute at least one project in service of caregivers of infants and toddlers. This could include creation of literacy activities, family engagement activities, caregiver reflection opportunities, etc.
- Provide complete, accurate, and timely documentation of child and caregiver participation using provided documentation processes.
- Participate in regular coaching sessions to reflect on child and caregiver interactions, plan, problem-solve and set goals, act on constructive feedback. Coaching sessions will include a cycle of observations, feedback, and goal setting.
- Adapt to meet the needs of the community being served and commit to culturally responsive care and equity-skill building.
- Develop respect and trust with the site staff, particularly through understanding the unique role of and challenges faced by early childhood educators.

### Communication

- Foster a welcoming and supportive atmosphere through modeling inclusive and respectful behavior and communication.
- Communicate regularly and effectively with Ampact staff, and site personnel.
- Build and maintain collaborative relationships with participants, site staff, and Ampact staff, fostering an environment of mutual respect and understanding.

## Position Description Continued

- Record data in online systems in a timely and accurate manner.

### **Attendance (standard for all programs)**

- Demonstrate regular, timely attendance and adherence to hours as scheduled.
- Commit to service for the full-service term, serving the total commitment of hours within the term.
- Participate in all required Ampact sponsored training sessions, meetings, and coaching sessions, travel as necessary.
- Engage in independent service activities as needed to ensure completion of required service hours.

## Non-Essential Functions

- Represent Ampact at site-sponsored activities (e.g., family night) and provide education about Early Learning Corps and the Infant and Toddler Initiative focus.
- Recruit community volunteers to participate in site-based events or literacy focused programming.
- Actively participate in service projects and commemorating days such as Martin Luther King, Jr. Day (as applicable). These may include evening and/or weekend hours.
- Be an ambassador of the program by submitting member stories and participating in outreach activities.

## Minimum Qualifications

- Must be 18 years of age or older by two weeks prior to your start date.
- Must have at least a high school diploma or its recognized equivalent by your start date.
- Must be either a citizen, national, or lawful permanent resident of the United States.
- Must pass mandatory National Service Criminal History Checks.
- Must not have served four or more prior terms of service with AmeriCorps State or National.
- Speak, read, and write English fluently.
- Basic computer skills, including the ability to navigate online systems and email.

## Preferred Qualifications

- Be flexible and adaptable to change, open to ideas and willing to try new things, and comfortable working with a project in development.
- Experience with or interest in working with young children and/or adult caregivers.
- Previous experience working with diverse racial communities.

## Physical Requirements

- Ampact strives to provide an accessible service environment for all members. Though positions generally require some level of physical activity, Ampact will strive to provide reasonable accommodation upon request.
- Positions require the ability to be in constant close proximity to infants and/or toddlers.
- Positions may require light to moderate lifting and carrying up to 40 lbs.

Ampact will not discriminate for or against any AmeriCorps service member or applicant based on race, color, creed, national origin, sex, gender, gender identity or expression, age, religion, sexual orientation, disability (mental or physical), political affiliation,

## Position Description Continued



marital or parental status, familial status, pregnancy, reprisal, genetic information (including family medical history), military service, submission of a complaint, or any other category protected by law.

Ampact welcomes individuals with diverse abilities and needs. Reasonable accommodations provided upon request. This document is available in alternative formats