



## FocusFirst Regional Coordinator- AmeriCorps Member Position Description

**Summary:** The FocusFirst Coordinators manage the implementation of the FocusFirst vision screening initiative in the regional service area, with special focus given to training, scheduling, community partner relationships, and program logistics. The Coordinators collaborate with Impact America regional staff, FocusFirst Director, and community partners to create and implement a plan for annual vision screenings, ensuring program targets are met. Screenings take place during the academic year between August and May, and follow-up care is provided by local eye care providers in coordination with Sight Savers America.

**Location:** Positions available in Birmingham, AL

### Position Responsibilities

- Trains AmeriCorps members (Specialists) on aspects of FocusFirst screening and processing and provides ongoing support to AmeriCorps members (Specialists) in these areas
- Schedules vision screenings
  - Makes phone calls to childcare centers and keeps track of all screening details
  - Collaborates with State Staff to make screening assignments
  - Keeps track of scheduling requirements
- Prepares and mails screening packets to child care centers in advance of the screening, or organizes AmeriCorps members (Specialists) to complete this task
- Prepares screening assignment forms for AmeriCorps members (Specialists) in advance of the screening
- Compiles program data within Regional Office
- Manages the Quality Review process for all FocusFirst results packets before returning packets to childcare centers
- Maintains inventory of vision screening equipment and supplies in the local office and communicates with national office regarding any equipment issues
- Provides consistent communication with local community partners
- Participates in local health advisory boards and other opportunities to build and strengthen the program's community presence
- Assist with outreach to childcare centers within their office's service footprint as needed
  - SC applicants: This role will have a larger focus on outreach and community relationship building.
- Supports various aspects of volunteer management, including recruitment, building long term relationships, volunteer communication, training, scheduling, and recognition. May include supervision of college student work studies in some regions.
- Identify and develops ways to improve the overall FocusFirst experience in collaboration with the National Coordinator and FocusFirst Director
- Updates region-specific coordinator playbook throughout the service year
- Conducts FocusFirst screenings 1-2 days a week (you pick your schedule) to assist with requirements and goals.
- Helps with SaveFirst on an as needed basis.

## **Expectations**

- Positive attitude and rapport with all AmeriCorps members (Specialists & Coordinators)
- Collaborative spirit with the whole leadership team
- Adherence to assigned deadlines for projects
- Strong organizational skills and attention to detail
- Flexibility in a dynamic service environment
- Strong self management skills and willingness to take initiative
- Participate as requested in leadership team meetings and other program-specific meetings
- Ability to handle multiple tasks at once
- Creative and analytical thinking

**Supervisor:** State Director

**Time Commitment:** January 2024- June 2024

**Term of Service:** Full-Time

**Skills Required:** Successful members will demonstrate the following skills: leadership, teamwork, strong written and verbal communication, advanced computer literacy, positive attitude, flexibility, ability to work independently, punctuality, honesty, integrity, cultural sensitivity, commitment to individuals living in poverty.

**Academic Qualifications:** Members must have completed a college degree or have plans to complete the degree within the first six months of the term of service (this exception may be made on a case-by-case basis with prior approval).

**Service Conditions and Time Requirement:** AmeriCorps members will serve a minimum of 40 hours per week. Applicants must have reliable transportation. This position may include an irregular schedule and seasonal shifts in workload. It sometimes requires weekend, evening, early morning, and off-peak hours. Work will involve conducting direct service in communities of need, outside of an office setting as well as sedentary physical activity requiring sitting for periods of time. 50% or more time is spent looking directly at a computer. Some travel is required.

**Member Benefits:** Living stipend and health insurance available at the start of pre-service. Childcare allowance and student loan forbearance eligibility will start with AmeriCorps enrollment.

### Bi-weekly Living Stipend for Leadership Team Members

First Term: \$1,192.31 biweekly

### Personal Time Off

First Term: 5 days

*PTO includes vacation, personal sickness, family sickness, medical or dental appointments exceeding two hours, religious holidays not included in regular holiday calendar, family activities, grad school application tasks (exams, interviews, school visits, etc), and any activity which prevents the member from participating in service as scheduled.*

### Holidays

Impact America is closed for the following holidays:

Spring Break - 2 days  
Memorial Day Break - 5 days  
Juneteenth - 1 day

**Additional Information:**

Impact America is an AmeriCorps Program®. Benefits include the following:

- Meals when providing service outside of your home county
- Mileage reimbursement when driving your personal car for service
- All travel costs during overnight trips (hotel, rental car, meals)
- Ongoing professional development and training

Health Insurance

A health benefits policy is administered by The Corps Network/CIGNA and is available to members upon request. If the member currently has other coverage (through a spouse, parent, or individual plan), they must sign a waiver of health insurance coverage which indicates that they have been made aware of the availability of health benefits and have chosen not to enroll.

Childcare Allowance

The allowance will be provided directly to a child care provider determined by AmeriCorps, if the member qualifies for the allowance. The child care allowance will distribute this allowance evenly over the term of service on a bi-weekly basis.

Education Award

Upon successful completion of the member's term of service, the member will receive an education award from the National Service Trust. For successful completion of a full-time 675-hour term, the member will receive an education award in the amount of \$2,626.27. The member understands that their failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render them ineligible to receive the education award. **The member is entitled to two (2) full time education awards in the course of their life, even if they serve for more than two terms of service.**

Student Loan Forbearance

If the member has received forbearance on a qualified student loan during 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. Note: The term of service may differ from your time commitment with the program.

**Eligibility Requirements:**

- Documentation of status as a U.S. Citizen, U.S. National, or lawful permanent resident alien (AmeriCorps eligibility requirement)
- Completion of a college degree (exceptions may be made on a case-by-case basis with prior approval)
- Submit to criminal background check, including an FBI check, NSOPW check, a statewide check in the applicant's state of residence at the time of application, a statewide check in applicant's state of service (if different than state of residence)
- At least 18 years of age

Impact America welcomes applications from individuals with disabilities. We have sought to identify the essential functions and physical requirements of all service positions and will make reasonable accommodations through scheduling, task reassignment, and other methods to accommodate applicants and AmeriCorps members. Please contact us should you need accommodations in order to apply.

**About Impact America**

Impact America engages recent graduates and college students to address community needs, empowering a generation through collaborative efforts to promote change in the communities we serve.