

# Jumpstart

## Community Involvement Ambassador

### Job Description and Expectations

#### Job Description:

The primary responsibility of the Jumpstart Community Involvement Ambassador is to provide services and resources to the Jumpstart preschools and Jumpstart families. In order to accomplish this goal, the Community Involvement Ambassador is responsible for maintaining good communication with the families and preschools in order to assess their needs, providing each preschool organization one resource throughout the school year, and supporting the Jumpstart teams in family involvement trainings and efforts. The Community Involvement Ambassador will survey Jumpstart families and preschool to gather data regarding the demographics and needs of our Jumpstart partners. In addition, the Ambassador is required to meet with each preschool organization a minimum of three times in the school year, which includes a beginning of year introduction meeting and an end of year debrief. When necessary, the Community Involvement Ambassador is also be responsible for advertising and recruiting volunteers for service projects, as well as engaging the volunteers in education and reflection, and providing a meaningful volunteer experience. As PVC staff, the Ambassador is expected to attend monthly PVC meetings, work in the PVC a minimum of 6 hours per week, participate in PVC retreats and training workshops, attend weekly meetings with the Jumpstart Coordinators, and maintain records of resources provided to families and volunteer hours.

#### Expectations & Requirements:

- Commit to at least 1 full academic year.
- Complete 450 hours.
- Be eligible for Work Study.
- Be eligible for an AmeriCorps Education award.
- Train and mentor Jumpstart teams in family involvement.
- Be in good academic standing.
- Display an interest and understanding of the role of family involvement in early childhood education.
- Be an advocate for service at Pepperdine and at local agencies.
- Display the ability to model a servant leader philosophy.
- Have good leadership skills and leadership potential.
- Possess excellent organization and communication skills.
- Display initiative in educating yourself on the social justice issues related to Early Childhood Education.
- Have the ability to maintain a high level of professionalism.
- Be a resource to students interested or involved in Jumpstart.
- Must be willing to recruit peers for their service events when necessary.
- Must be conversant in Spanish.
- Make presentations regarding Jumpstart to various groups.
- Attend PVC staff training at the end of August.

#### Jumpstart Staff Benefits:

- Orientation, training, and on-going supervision and support.
- A monetary work award for the school year.
- An AmeriCorps education award of \$1,415 if eligible.
- Recognition (letters of recommendation, banquet, etc.).
- Understanding of perspectives related to early childhood education and the community you serve.
- The opportunity to make a meaningful contribution to Pepperdine and the community.
- Excellent real-world work experience.