

AMERICORP FIELD SUPERVISOR

DEFINITION: Under general supervisions, performs work of moderate difficulty with responsibility to supervise the activities of the AmeriCorp members; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class

TASKS:

Plans, organizes, and coordinates the assignments of the AmeriCorp members; plans and implements projects; seeks and schedules community service project activities; establishes project goals and objectives; prioritizes, organizes, and adjusts work according to project cycles; networks and communicates with department staff, community coordinators and project manager to ensure the delivery of quality service; guides and assists members in carrying out their assignments; evaluates project development; prepares progress reports; educates communities and potential individuals about the AmeriCorp program's mission; develops and manages work plans.

Makes presentations at community meetings; works with chapters and the community in developing partnerships and community participation and support to enhance AmeriCorp projects; organizes and facilitates meetings and training sessions for member's development; coordinates with local schools to access school facilities to provide tutoring, peer mentoring, peer group counseling, and developing other activities with the youth; encourages members' participation to provide community or volunteer service; assists members in recognizing and utilizing their skills.

Facilitates problem solving on a one-to-one basis with member to address personal difficulties and stress management; provides developmental feedback to members; assists members with questions regarding the use of their educational awards; assists members in developing personal goals; assists members in the development of resumes, interviewing skills and job search; maintains timesheets, activity reports, and number of hours served on each member; attends meetings, training, workshops, in-service training, and conferences.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of the regulations, policies and guidelines of the AmeriCorp program.
Knowledge of the concepts of project planning and design.
Skill in establishing and maintaining effective working relationships.
Ability to plan, organize and supervise the work of others.
Ability to communicate effectively, orally and in writing.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves traveling to communities and project sites, and interacting with people.

MINIMUM QUALIFICATIONS: An Associate's degree in Business or related field; and two (2) years of experience in working with local communities, one (1) year of which must have been in a supervisory capacity; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. Must possess a valid state driver's license and a Navajo Nation Vehicle Operator's Permit.

THE NAVAJO NATION

Class Code: 3828
Community Education and Counseling Series
Community Services Group
Overtime Code: Non-Exempt
Pay Grade: 60

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Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.