



**AmeriCorps**

## AmeriCorps Position Description

*Cherokee Nation*  
17675 S. Muskogee Ave  
PO Box 1669  
Tahlequah, OK 74465-1669

*Cherokee Nation - Americorps*  
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*Lacey Jarvis, Project Director*  
[AmeriCorpsProgram@cherokee.org](mailto:AmeriCorpsProgram@cherokee.org)  
918-453-5522

*Rhonda Clemons, Director of Grant Services*  
[AmeriCorpsProgram@cherokee.org](mailto:AmeriCorpsProgram@cherokee.org)  
918-453-5534

**Position Title:** Americorps Member

**Days/Hours of Service:** Monday – Friday; 8:00 a.m. – 5:00 p.m.

**Program Description:** Helping Head Start Young Children Improve School Readiness

**Service Location Description:** Cherokee Nation Head Start and early Head Start classrooms located within the 14 counties of the Cherokee Reservation in Oklahoma.

**Position Description:** Provide individualized education support to students based on identified gaps. Work with identified students in small learning groups to provide physical, social, emotional, and cognitive development. Administer follow-up assessments and collaborate with team members to collect, record, analyze, and monitor individual student progress. Engage the learners in proven strategies of learning, practicing, reflection, and repetition. Manage and welcome an encouraging learning environment. Plan and facilitate one-on-one small group activities. Establish and sustain positive relationship with all learners. Dress appropriately for working with young children. Reinforce positive behavior using positive praises and tone. Maintain confidentiality in conversation related to the job.

**Responsibilities and Related Tasks:** Members will deliver one-on-one/small group tutoring targeting learning objectives that current Head Start staff and administration have identified as learning objectives. The member will deliver education/tutoring services that encourage school readiness for children ages 2-5 currently enrolled in Tribal Head Start or Early Head Start programs. These children will meet HHS Poverty Guidelines. The Member is not to be a general teacher in the classroom. Members will monitor and record data on the enrolled students. Members will meet one-on-one or in small groups 1-2 daily during normal school day five days a week.

**Required or Desired Qualifications:** Minimum 17 years of age with a High School diploma/GED, Citizen of the United States, a U.S. National lawful permanent resident, and commit to working a minimum 1700 hours from October 1, 2023 to September 30, 2024.