



**New Jersey Bonner AmeriCorps Program**  
**2020 - 2021**  
***Full Time AmeriCorps Position - 1700 Hours***

**Application Link:** See Below

**Agency Name:** HomeWorks Trenton

**Overview of the Agency and Population Served:** HomeWorks Trenton is a 501(c)(3) non-profit organization that free, community-based, after school residential program where Black and Brown high-school girls can authentically express themselves while receiving academic and social-emotional tools to thrive despite living in a systemically unjust society. Our holistic, after-school residential program runs from Sunday evenings to Friday mornings. Scholars live in the HomeWorks house and are transported to and from their public schools to combat chronic absenteeism. Every afternoon, they engage in activities focused on academics, cultural life skills, women empowerment, and civic engagement. They then eat a family-style meal and stay overnight in our dorm with two full-time staff members. Our mission is to inspire and equip young women from marginalized communities to achieve their potential and positively transform the world around them by providing a supportive and educational residential environment.

Our unique model brings the benefits of the boarding school experience to public education without the bureaucracy, high fixed costs and scalability issues of an actual school. We aim to create an individual impact when scholars regularly attend school and achieve academic and social-emotional growth; a community impact where scholars uplift each other and lead their communities; and a global impact that disrupts inequitable systems of gender and race. Our vision is to create communities of young women around the world breaking down educational and gender barriers to social justice.

**Position Title:** HomeWorks Trenton House Sister

**Position Reports To:** Natalie Tung, Co-Founder and Executive Director

Position Description:

During both our adapted COVID-19 programming and residential boarding, you will work closely with the House-Mom to govern the HomeWorks residential house. You will serve as a role model that our scholars can look up to and confide in. You will assist the House-Mom with leading scholars though

HomeWorks programming. You will be expected to support the House-Mom when she responds to medical and personal emergencies. You will ride on the HomeWorks' bus, serving as a bus aide while scholars are being transported to and from school. You may speak with parents, guardians, and families regarding issues or updates about the scholars. Overall, the House Sister is a surrogate older sister that can guide the scholars through HomeWorks and through their personal lives.

Given COVID-19 guidelines and procedures, HomeWorks will not operate as planned this Fall 2020. Instead, we plan to provide an optional, safe classroom for HomeWorks scholars to attend virtual school in addition to our adapted, in-person HomeWorks programming. There will be no overnight boarding in our HomeWorks dormitory at this time. This decision reflects our organization's priority on community health and safety as well as scholars' social-emotional well-being.

During our adapted schedule, you will work from 9am to 5pm, Mondays through Fridays beginning September 1, 2020 and concluding whenever our regularly scheduled programming begins. These times and dates may change depending on the Trenton Public School calendar and COVID-19 developments. Once COVID-19 guidelines allow HomeWorks to operate our residential program, you and all other residential staff members will live in the HomeWorks house with the scholars.

#### Responsibilities:

- Assist scholars with homework, academic enrichment (literacy and math), social-emotional learning and life skills (time management, financial literacy, etc.).
- Assist the House-Mom and Volunteer Coordinator with field trips for education enrichment (museums, campus tours, etc.).
- During the fall semester: Work 9am to 5pm from Mondays to Fridays. This is to accommodate our day programming during COVID-19. You will oversee and assist scholars as they attend virtual school and then lead HomeWorks programming afterwards.
  - During the spring semester, or whenever HomeWorks can operate our residential program again: Live in the house from Sunday nights to Friday mornings and assist scholars with their transition into dorm life, homesickness, and troubles at home. It is important to holistically assess each participant by taking into consideration not only what happens in the dorm, but also at school and at home.
- Serve as a bus aide during some weekday mornings and afternoons.
- Assess the girls' emotional and mental well-being. House Sisters are to take initiative in engaging in healthy conversations with our girls to maintain open communication.
- Develop a strong working relationship with House-Mom(s). You should work as a unit and complement the House-Mom's approach to build a positive house environment.
- Help House-Mom enforce all disciplinary policies and protocol, record participants' medical requirements and dosage, monitor participants' hygiene, account for each girl at lights out (bedtime).
- Know and follow local and federal laws (i.e. drug & alcohol use, mandated reporting).
- Remain adaptable and uphold HomeWorks values for incidents and situations that arise that may not be outlined above.
- Assist in completing quarterly progress reports.

#### Required Training:

- HomeWorks Staff Orientation.
- New Jersey Bonner AmeriCorps orientation prior to the start of the term of service.

- Ongoing training as determined by the staff of the New Jersey Bonner AmeriCorps Program and by the Site Supervisor and/or Campus Director throughout the term of service.

Desired Qualities:

- Strong commitment to HomeWorks’ mission, values and scholars.
- College degree required.
- Extensive experience with low-incyouth (experience with youth in Trenton preferred).
- Trustworthy, professional, and reliable.
- Excellent communication skills.
- Able to keep the residential house neat and orderly.

Dates of Dedication:

- During our adapted COVID-19 contingency portion, you will work at the HomeWorks day programming location from 9am to 5pm from Mondays to Fridays. You will occasionally assist with bus transportation from 7:30am-9am, and/or 5-6:30pm Monday to Fridays.
- During the boarding portion of the program, you will live in the HomeWorks house in the evenings and at night from Sunday nights to Friday mornings. You are expected to live in the house for the duration of the program, which will run from January 2021 to June 2021. Please bring exceptions to the attention of HomeWorks staff prior to the start of the program.
  - Breakdown of Working Hours during Residential Program:
    - Sundays: 4:30pm-10pm
    - Mondays to Thursdays: 6:30am-8am, 1:30pm-10pm (break from 7:30-9pm)
    - Fridays: 6:30am-8am

Terms of Compensation:

Living Allowance: \$21,000 - \$28,000 for Full-Time. During the Residential program, HomeWorks will also provide all dinner meals and overnight housing for the duration of the program.

Education Award: \$6,095 for FT only upon successful completion of the term of service.

Benefits

- Health and Dental Benefits (Serving in FT Capacity Only)
- Childcare Benefits (if eligible)
- Loan Forbearance and Interest Accrual Benefits (if eligible)

Equal Opportunity Employer Policy:

HomeWorks is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

To Apply:

Email cover letter and resume to Fundraising and Operations Manager Nandini Singh at [nsingh@homeworkstrenton.org](mailto:nsingh@homeworkstrenton.org), with a Re: line of “Application for House-Sister”

**For more information, please visit [homeworkstrenton.org](http://homeworkstrenton.org)**

**For questions and to submit your resume and cover letter, please contact [nsingh@homeworkstrenton.org](mailto:nsingh@homeworkstrenton.org)**