Childcare Planning Specialist - AmeriCorps

Job description: United Way of Southeast Missouri is launching a new AmeriCorps program, United for Childcare, to increase access to affordable, quality childcare in Southeast Missouri. Childcare is a critical need in our region, with many families unable to work due to a lack of providers. This program places AmeriCorps members in roles that expand provider capacity and support the childcare workforce.

Member Duties: As a Childcare Planning Specialist, you will work directly with parents and caregivers to develop personalized childcare plans, access subsidies, and connect to resources like transportation, housing, and employment. You will serve as a trusted advocate to help families move toward greater stability and opportunity.

- Conduct intake meetings to assess family childcare needs and eligibility for wrap-around services.
- Help families create customized childcare and family plans based on their schedule, budget, and location.
- Assist with childcare subsidy applications and navigating provider systems.
- Refer families to wraparound resources such as transportation, housing, or job support.
- Follow up regularly to track family progress and ensure childcare and family plans remain in place.
- Maintain accurate, confidential records of family interactions and outcomes.
- Support community outreach and engagement efforts related to family support.

AmeriCorps Service:

- 3/4 time (1,200 hours of service)
- Living Allowance: $14,400
- $5,176 Education Award upon successful completion of service.

Additional Benefits: Paid childcare assistance, if eligible; access to professional development training and education through United Way; permits working at another job and/or school attendance during off hours.

Service Areas: Community and Economic Development, Children/Youth.

Desired Skills: Ability to work well as a team player and also be self-directed; excellent written and verbal communication skills; efficient use of computers and software; familiarity with social services, counseling, preparing a budget.

Office Location:
16 N Spanish Street
Cape Girardeau, MO 63701