

Christensen Elementary, Tacoma, WA

Title of Position: AmeriCorps USA Reading Tutor

Tutoring:

Tutor children in grades K-5, one-on-one or in small groups (four or fewer students) under the supervision of the Site Supervisor and building Learning Specialist. Maintain tutor tracking and progress monitoring records. Assist as requested in administration of testing, surveys and other reports.

Volunteer recruitment and sustainability:

In conjunction with the Christensen Family Involvement Committee and our Volunteer Coordinator, the AmeriCorps members will seek out community resources to support struggling readers. Recruit and support volunteer tutors at the school. Develop methods to sustain volunteer tutor involvement. Actively participate Family Literacy Nights.

Benefits (in addition to the standard AmeriCorps benefits):

Direct involvement with teaching children how to read. Gain experience in working with a diverse school culture. Training in specific tutoring techniques and record keeping strategies. Training in specific research based materials. Extended personal and professional growth opportunities.

Knowledge, skills, and abilities:

Successful applicants must pass a criminal background test and must be able to read and write effectively in English. Bilingual English/Spanish is desirable. The successful candidate will also have experience working with children and/or a strong desire to work with children, specifically struggling readers. Strong communication skills with both children and adults are essential. Ability to work as part of a team and to see your role in the larger picture is essential to success.

Performance standards/expectations:

AmeriCorps members are expected to be a part of the professional team at the school. That includes complying with all conduct and dress requirements at the school, treating other staff, students, and visitors with respect, and being on time for service assignments, meetings, and training. Applicants must pass a criminal background check.

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Title of Position: AmeriCorps VISTA Volunteer Coordinator

The VISTA Volunteer Coordinator will focus on developing and supporting a unique volunteer recruitment and recognition program called Volunteer University. The focus will be on working with parents and other volunteers to set goals, track hours and be recognized for achieving individual volunteer goals.

Benefits (in addition to the standard VISTA benefits):

Experience in designing and implementing projects to enhance the success of children in school. Gain experience in working with a diverse school culture. Training in skills, such as tutoring and parent communication skills. Opportunities to attend various school-wide professional development classes, as well as district and state sponsored professional development opportunities. Extended personal and professional growth opportunities.

Major responsibilities/tasks:

Develop volunteer recruitment and retention plans in collaboration with the school PTA, Staff Family Involvement Committee and building Volunteer Coordinator.

Recruit community volunteers. Make sure the volunteers receive the proper training.

Seek out community resources (including cash and in-kind donations) to support the tutoring program. Be a member of our staff Family Involvement Committee and implement family literacy activities in collaboration with teachers and principal, including some evening activities. In relation to the volunteer recruitment efforts staff will maintain records, develop tracking systems, administer evaluation instruments, collect data and write monthly reports. Participate in all required member development training. Engage in service projects and reflection activities to strengthen a life-long ethic of service. Fully participate in team meetings and team building activities.

Knowledge, skills, and abilities:

Successful applicants must pass a criminal background test and must be able to read and write effectively in English. Bilingual English/Spanish is desirable. We prefer candidates with at least two years of college. Experience in public speaking and in organizing community projects is desirable. The successful candidate will also have experience working with children and/or a strong desire to work with children, specifically struggling readers. Strong communication skills with both children and adults are essential. Ability to work as part of a team and to see your role in the larger picture are essential to success.

Performance standards/expectations:

VISTA members are expected to be a part of the professional team at the school. That includes complying with all conduct and dress requirements at the school, treating other staff, students, and visitors with respect, and being on time for service assignments, meetings, and training.
