

Jennie Reed Elementary, Tacoma, WA

Title of Position: AmeriCorps USA Reading Tutor

Tutoring:

- Provide direct-service tutoring to students reading below benchmark.
- Maintain tutor tracking records.
- Assist in administration of testing.
- Administer surveys and monthly reports.
- Assist in the coordination of family involvement activities.

Volunteer Recruitment and Sustainability:

- Assist with developing community resources to support struggling readers.
- Support volunteer tutors.
- Participate in the development of a program to maintain volunteer involvement.
- Actively participate in planning and implementing family literacy events and community service projects.

Benefits:

- Discover the joy of working with diverse urban community.
- Direct experience in teaching reading.
- Opportunity for full participation in school's growing professional learning community.
- Training in specific skills such as tutoring, behavior management, and differentiating instruction.
- Participation in school-wide professional development, such as Reading First Beacon School observations and feedback.

Knowledge, skills, and abilities:

- Successful applicants must pass a criminal background test and must be able to speak, read and write effectively in English.
- The successful candidate should also have previous experience working with children and/or a demonstrated desire to do so.
- A strong commitment to improving children's reading skills is essential.
- Strong communication skills with children and adults from diverse backgrounds are essential.
- Ability and desire to work as a member of a collaborative team are essential.
- Reliability and follow through are essential.
- Bilingual English/Spanish is very desirable.

Performance standards/expectations:

AmeriCorps members are expected to be a part of a 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 trainings. Mandatory attendance at two three-day statewide Washington Service Corps training events during the year. Approximately 8 hours per week in training and other duties away from the project site.

Title of Position: VISTA Volunteer Coordinator

Responsibilities:

- Develop plans for volunteer recruitment, volunteer training, and volunteer program sustainability.
- Develop community resources to support struggling readers.
- Plan and implement family literacy activities, community service projects and reading incentive programs.

Benefits

- Discover the joy of working with a diverse urban community.
- Direct experience in designing and implementing projects to support the success of children in school.
- Direct experience in designing and implementing projects to support parent and community participation in children's learning.
- Opportunity for full participation in school's growing professional learning community.
- Training in specific skills such as communication, program planning, problem-solving and time management.
- Participation in school-wide professional development, such as Reading First Beacon School observations and feedback.

Knowledge, skills, and abilities:

- Successful applicants must pass a criminal background test must be able to speak, read and write effectively in English.
- The successful candidate should also have previous experience working with children, and/pr a demonstrated desire to do so.
- A strong commitment to improving children's reading skills is essential.
- Strong communication skills with children and adults from diverse backgrounds are essential.
- Ability and desire to work as a member of a collaborative team are essential.
- Reliability and follow through are essential.
- Bilingual English/Spanish is very desirable.

Performance standards/expectations:

VISTA members are expected to be part of a 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 trainings. Mandatory attendance at two three-day statewide Washington Service Corps training events during the year. Approximately 8 hours per week in training and other duties away from the project site.