

**Naval Avenue Elementary, Bremerton**

**Title of Position: AmeriCorps USA Reading Tutor**

**Responsibilities:**

Tutor elementary students in grades K-5 who are below grade level in reading in a one-to-one or small group setting.  
Supervise and keep records of students in a before-school reading club.  
Assist with family involvement activities.  
Maintain tutor tracking records of students.  
Administer surveys and complete monthly reports.  
Assist with recruitment and support of volunteers.  
Assist with securing donations and community resources to support the program.  
Participate in all required member development trainings.

**Benefits:**

Direct involvement and personal satisfaction with teaching children how to read  
Experience in a school culture  
Camaraderie with a diverse group of people  
Training in specific skills such as tutoring, communication skills, problem-solving, interpersonal relations  
Personal and professional growth opportunities  
Being looked-up-to by students and appreciated by teachers

**Qualifications.**

Pass a criminal background check  
Read and write effectively in English  
Positive team member  
Desire to work with children  
Patience  
Sense of humor  
Flexibility

**Performance standards/expectations:**

Be a part of a professional team  
Comply with all conduct and dress requirements  
Treat students, staff and volunteers with respect  
Be on time for assignments, meetings, and trainings  
Reliability  
Ability to follow established procedures