

## **Welcome Potential AmeriCorps Members!**

\*\*Below is a description of the State and VISTA positions available at our school.

We are a family oriented school that prides itself on having a warm and welcoming environment. Our AmeriCorps members are an integral part of our reading intervention program and we count on them to help our struggling readers. Thank you for your interest in our school. \*\*

## **View Ridge Elementary, Bremerton, WA**

### **Title of Position: AmeriCorps State Reading Tutor**

#### **Responsibilities:**

- Tutor students in grades K-5 one-on-one and in small groups under the supervision of the site supervisors.
- Train, encourage, and support volunteer tutors and develop strategies to retain community volunteers.
- Help to organize and supervise before and/or after school reading clubs
- Plan, implement and support evening family literacy events.
- Participate in all required member development trainings.
- Develop tracking systems as needed.
- Administer evaluation instruments.
- Collect data on success of the program.
- Write monthly reports.
- Maintain records

#### **Knowledge, skills, and abilities:**

Required:

- Ability to speak, read and write effectively in English.
- Energetic, positive attitude.
- Prompt and dependable.
- Experience working with children or a desire to work with children-specifically struggling readers.
- Strong communication skills with both children and adults.
- Concern for low income families.
- Willingness to be trained in tutoring techniques.
- Ability to present a positive role model.
- Ability to work in team environment and be a team player.

Preferred:

- Knowledge of local community resources.
- Knowledge of child development

#### **Performance Standards/Expectations:**

AmeriCorps members are expected to be part of the professional team at the school. That includes complying with all conduct and dress requirements, treating other staff, students and visitors with respect and being punctual for service assignments, meetings and trainings. Must pass criminal background check. Mandatory attendance at two three-day statewide Washington Service Corps training events during the year. There are approximately 8 hours per week in training and other duties away from school. Members are expected to be able to accept guidance and direction from the site supervisors.

## **Position Title: VISTA Volunteer Coordinator**

### **Responsibilities:**

- Provide limited direct service tutoring.
- Develop volunteer recruitment and retention plans.
- Recruit community volunteers and maintain the partnerships already established.
- Design volunteer training and train community volunteers.
- Develop community resources to support the tutoring program.
- Design, implement and support family literacy events.
- Solicit donations to support the program
- Maintain records.
- Develop tracking systems as needed.
- Administer evaluation instruments.
- Collect data on success of the program.
- Write monthly reports.

### **Knowledge, skills, and abilities:**

#### Required:

- Must pass a criminal background check.
- Ability to speak, read and write effectively in English.
- Energetic, positive attitude
- Prompt and dependable.
- Experience working with children or desire to work with children- especially struggling readers.
- Strong communication skills with both children and adults.
- Ability to work as a team and to see your role in the larger picture.
- Must have a vehicle

#### Preferred:

- Experience in public speaking and organizing community projects.
- Experience with gathering community resources

### **Performance Standards/Expectations:**

VISTA members are expected to be a part of the professional team at the school. This includes complying with all conduct and dress requirements in 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 Reading Corps training events during the year. There is approximately 8 hours per week of training and other duties away from the school. Members are expected to accept guidance and direction from the site supervisors.