

Naval Avenue Early Learning Center, Bremerton

Title of Position: AmeriCorps USA Reading Tutor

Responsibilities:

Tutor K – 3 grade struggling readers in a one-to-one or small group setting.
Organize and supervise a before-school reading club and Take Home Reading program.
Assist with planning and implementing family involvement activities.
Maintain tutor tracking records of students.
Administer surveys and complete monthly reports.
Assist with recruitment, retention and mentoring of volunteers.
Connect with the community in securing donations and resources to support the program.
Participate in all member professional development (locally and off site)
Participate in school wide activities that support literacy.
Work with team members and school staff to support literacy.
Be an active, positive and important member of our school community.

Benefits:

Direct involvement and personal satisfaction with teaching children how to read.
Experience a pre-school - 3rd grade school environment.
Camaraderie with a diverse group of AmeriCorps members, staff and volunteers.
Training in specific skills such as tutoring, communication skills, problem-solving and personal relations.
Training and experience in teaching the 5 components of reading (phonemic awareness, phonics, vocabulary, fluency and comprehension).
Personal and professional growth opportunities.

Qualifications:

Pass a criminal background check.
Read, write and communicate effectively in English.
Positive team member who actively participates in planning, implementing and following through on program objectives.
Desire to work with primary children (K – 3 grade)
Ability to collaborate with school staff and other AmeriCorps members.
Patience, sense of humor and “can do” attitude.
Flexibility, ability and willingness to work in a team environment.
Strong work ethic

Performance Standards/expectations:

Be a part of a professional learning team
Accept guidance and direction from site supervisor.
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 school routines, procedures and instructional methods.