

View Ridge Elementary, Bremerton, WA

Title of Position: AmeriCorps State Reading Tutor

Responsibilities:

- Develop volunteer recruitment and retention plans
- Recruit community volunteers and maintain the partnerships already established
- Solicit donations to support the program
- 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
- Develop, 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
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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