



POSITION DESCRIPTION

TITLE: AmeriCorps Part-Time Member, Team Leader (42 U.S.C # 12573(6))

STATUS: Grant for service positions funded for 1 academic year.

TERM OF SERVICE: Minimum of 900 service and training hours in the 2011-2012 academic year. Term begins mid-August 2011. Service required Monday through Friday, minimum of 5 hours a day and 25 hours a week. Service days may extend into after-school programs.

BENEFITS: \$325 Living Allowance Stipend per pay period (twice per month) while in service. Education Award of \$2,775 contingent upon completion of term. Probable student loan forbearance.

SUPERVISOR: (Multiple) AmeriCorps Program Manager and Staff; Site Supervisors (Principal, Vice Principal and Teachers at assigned school site)

BASIC FUNCTION: Under the direction of the AmeriCorps Program Manager, provides support for AmeriCorps members implementing a Reading Literacy Tutorial Program to meet the literacy needs of K-8 targeted students on member caseloads, and a volunteer recruitment program designed to meet needs of local schools. Primary role is providing support to members serving as reading tutors. The Team Leader is uniquely positioned to give focus to member needs at school sites.

ESSENTIAL DUTIES:

- Provide peer support to AmeriCorps members during their term of service.
- Communicate well with program staff, site supervisors and members; healthy interpersonal skills.
- Serve alongside members performing direct service as a model and provide on the spot assistance.
- Assist the program manager with logistics tied to trainings, presentations and member development activities.
- Assist members with caseload and tutor schedule development.
- Assist in the collection and tracking of program and student achievement data.
- Assist with building a sense of esprit de corps and general team cohesion among members.
- Facilitate peer meetings, trainings and team service projects by and among members.
- Assist with the development of community partnerships that will support member activities including the recruitment of volunteers, processing of mailings and making phone calls.
- Attend required training sessions, workshops and service events.
- Complete required member program documentation in an accurate and timely manner.
- Participate in meetings with AmeriCorps Managers and school site personnel.
- Assist with the preparation of literacy materials and AmeriCorps promotional materials.
- Participate in AmeriCorps promotional activities and events.

QUALIFICATIONS

EDUCATION AND EXPERIENCE:

- College degree.
- A sincere interest to help students learn literacy skills.
- Experience with children/youth and teaching literacy skills preferred. AmeriCorps is seeking a candidate who is comfortable with and competent to serve as leader to tutors in elementary and junior high schools.

KNOWLEDGE OF:

- Correct usage of English including grammar, spelling, punctuation, vocabulary and pronunciation.
- Oral and written communication skills.
- Assessment techniques.
- Record keeping and data compilation methods.
- Teaching strategies and techniques.
- Youth developmental needs.

ABILITY TO:

- Coordinate and implement a literacy tutorial program under the direction of the AmeriCorps staff.
- Establish and maintain effective working relationships with students, school personnel, AmeriCorps members, community groups and the general public; be flexible.
- Communicate effectively both orally and in writing and via computer e-mail.
- Maintain records and prepare reports; ability to use office machines.
- Meet schedules and time lines; complete paperwork in a timely manner.
- Work independently and follow supervisor(s) direction.
- Comply with all AmeriCorps and school district standards and guidelines.
- Use internet communication and basic computer programs.

SITE CONDITIONS:

- Office and school environment; regular travel to businesses, schools and community events.
- Ability to stand and sit for extended periods of time.
- Driving to community locations; reliable personal vehicle is required.

GENERAL REQUIREMENTS:

- Minimum age of 21.
- Documentation (U.S. birth certificate or passport) or proof of status as a lawful permanent resident of the U.S., which verifies identity and authorizes his/her right to offer AmeriCorps service in the U.S.
- Certification of any diplomas or degrees indicated as a position qualification.
- Satisfactory criminal background and national sex offender checks; freedom from active TB.
- Certification of automobile insurance.

For more information go to www.americorpstutors.org
Program contact: Tom Spadoro 805-964-4710, ext. 4405 applecorps@sbceo.org

An Equal Opportunity/Affirmative Action/Title IX Employer and Tobacco Free Work Place

Accommodation for people with disabilities: If you are in need of special services or facilities due to a disability in order to apply or interview for this position, please call the AmeriCorps Office of the Santa Barbara County Education Office at (805) 964-4710, ext. 4405.