AmeriCorps Achievement Connections
Tutor Liaison Position Description

<table>
<thead>
<tr>
<th>Compensation:</th>
<th>Service Term:</th>
<th>Service Hours:</th>
<th>Locations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,530 Living Allowance</td>
<td>Starts: 8/25/2016</td>
<td>40 Hours per week</td>
<td>East High School</td>
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<tr>
<td>$5,730 Education Award</td>
<td>Ends: 7/28/2017</td>
<td>8:00am – 4:30 pm</td>
<td>Memorial High School</td>
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<tr>
<td>Student Loan Forbearance</td>
<td>Total Hours: 1700</td>
<td>Occasional evenings</td>
<td>West High School</td>
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<tr>
<td>Student Loan Interest Payment</td>
<td></td>
<td></td>
<td>Middleton High School</td>
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<td>Basic Medical Insurance</td>
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<tr>
<td>Mileage Reimbursement</td>
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Program Overview:
Achievement Connections is an AmeriCorps program led by the United Way of Dane County, the Madison Metropolitan School District, the Middleton-Cross Plains Area School District, and the Morgridge Center for Public Service at UW Madison, with additional funding provided by the Foundation for Madison Public Schools. Achievement Connections provides four dedicated Math tutoring centers at local high schools focused on providing one-on-one support for students in Algebra and Geometry. AmeriCorps Members, supervised by a Tutor Coordinator, work as a team to provide support to students through math tutoring, class observations, communication with teachers, and development of foundational math skills.

AmeriCorps is an opportunity to make a big difference in your life and in the lives of those around you. It’s a chance to apply your skills and ideals toward helping others and meeting critical needs in the community, and in return gain experience in skills that employers look for – like teamwork, leadership, communication skills, multicultural awareness, and flexible problem-solving. Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups.

Tutor Liaison Position Responsibilities:
- Work with school staff and other program partners to carry out the tutoring program.
- Work individually and as part of a team to screen, train, and place tutors who are interested in working with high school students in math.
- Receive training in using the assessment systems and administering the assessments with students.
- Maintain a system at the school to track student availability for tutoring; student performance and progress during tutoring sessions.
- Assist with the planning and implementation of tutor training sessions. Ensure that all volunteers placed at your site receive proper orientation and training.
- Match tutors one-on-one with tutees, mostly during the school day. Place volunteer tutors with other after school academic support programs as needed.
- Work individually and as part of a team to provide ongoing support of tutors and monitor tutor-tutee matches.
- Work closely with teachers and other school staff to ensure that tutoring services align with classroom curriculum and the design of the program.
- Hold support meetings with tutors as appropriate.
- Disseminate best-practice information to tutors through newsletters, email, web portal, etc.
- Ensure timely communication of program updates and delivery of newly developed materials.
- Track student progress and evaluate tutor performance.
- Keep thorough records and complete paperwork in a timely and complete manner. Complete quarterly, annual, and other reports as required by supervisor.
- Help connect students and parents with other programs and resources as needed.

**Minimum Qualifications:**
- 18 years of age or older at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Must have a High School Diploma.
- Must hold a college degree or have plans to complete in the near future.
- Be able to make a full-time, twelve-month commitment to the position.
- Must be a problem solver who is goal oriented and solution driven.
- Must be outgoing and enjoy working with adults and youth.
- Must successfully pass a criminal history background check.
- Regular and reliable attendance.

**Preferred Qualifications:**
- Experience in math, education, youth development, volunteer management, or related field.
- Comfortable and proficient in math, in particular skills in Algebra.
- Experience working with or demonstrated understanding of the educational and developmental needs of high school age youth.
- Strong time management skills and the ability to balance multiple tasks.
- Ability to work both independently and as part of a team.
- Strong commitment to the mission of the Achievement Connections program and United Way of Dane County and to working with youth and families from diverse racial/cultural populations.
- Strong written, presentation, and public speaking skills
- Computer proficiency including Microsoft Excel, Microsoft Word, and Internet navigation.
- A somewhat flexible schedule including occasional evening and weekend hours.

**To Apply:**
Please submit a resume and cover letter to Steve Blankenheim, Co-Director, Achievement Connections at United Way of Dane County, 2059 Atwood Avenue, Madison, WI 53704 via email at achievementconnections@uwdc.org. Applications will be reviewed on a rolling basis until all slots are filled. This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion.

**About United Way of Dane County:** United Way of Dane County is creating real, long-lasting solutions through the Agenda for Change, the six goals identified by the community as most critical. By targeting specific goals, United Way is helping people in a new way; we are breaking negative cycles and tackling the root causes of problems to create lasting change. This shared vision is mobilizing the community and creating collaborations that produce results. Together, we are changing Dane County for the better, for all of us. One of United Way’s goals for change is *all students succeed academically and graduate from high school, regardless of race.* Visit the web site www.uwdc.org to learn more.