

SCHOOLS OF HOPE
AMERICORPS MEMBER POSITION DESCRIPTION

POSITION TITLE: AmeriCorps Member – Tutor Coordinator
SUPERVISORS: Project Directors; Principal of Assigned School

OBJECTIVE:

- Help boost academic success for students of color and those from low-income families by increasing the use of and enhancing the effectiveness of tutors in area schools and community programs.
- To participate in a widespread community collaboration coordinated by the Madison Metropolitan School District, United Way of Dane County, AmeriCorps*State, and other partners

RESPONSIBILITIES:

- Identify the literacy tutor needs of your assigned school.
- Tutor a selected group of students at your assigned school.
- Recruit tutors, and assist with their training, orientation, and placement at your assigned school, in conjunction with project staff.
- Provide ongoing support and in-service training for the tutors you supervise.
- Assist with development of evaluation tools for assessing the success of the tutor tutoring efforts.
- Utilize evaluation from tutors, program participants, staff and advisory board members to enhance tutor management practices and programs.
- Be familiar with the school's curriculum activities and priorities and how project resources (including home-based efforts) can support them.
- Work with project and school staff to develop, record and institutionalize standard tutor management practices for your elementary school or community program.
- Support project-wide activities and participate in project committees.
- Participate in training related to tutoring, tutor management and literacy skill building.
- Option to spend a certain percentage of hours volunteering in community service outside Project goals.
- Support MMSD summer school programming.

ORIENTATION AND TRAINING:

- AmeriCorps members will participate in two weeks of orientation and training at the beginning of their service.
- Weekly team meetings and trainings
- Throughout term of service frequent opportunities exist for networking with fellow AmeriCorps members and supervisors.

QUALIFICATIONS REQUIRED:

- Organizational skills and attention to details
- Ability to work effectively with diverse populations
- Interpersonal and communication skills
- Ability to present information to small and large groups of people
- Ability to manage others and delegate tasks
- Ability to work effectively both independently and as part of a team
- Familiarity with issues of low income families
- Ability to read at a 12th grade level
- Ability to pass National Service Criminal History Check

All qualified applicants to this program will receive equal consideration for employment without regard to race, color, national origin, disability, age, sex, political affiliation, religion.