



**Communities
In Schools**

Durham

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JOB DESCRIPTION

<p>Position Title: Afterschool and Summer Program Literacy Corps Member – 21st CCLC</p>	<p>Status: Full-Time / Part Time</p>
<p>Reports to: Director of Program Operations</p>	<p>Location: E.K. Powe Elementary School or Eno Valley Elementary School</p>
<p>Position Overview: Assist with daily delivery of high quality and effective afterschool and summer programming for students enrolled in CIS’ 21 CCLC program. Collaborate with Lead Teacher and Teachers/Tutors to lead group(s) of students during the afterschool and summer programs. Help students with weekly activities and lessons. Assist with planning and delivery of daily activities, material and resource assembly and chaperone field trips.</p>	
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Assist with the delivery of curriculum and programming for CIS’ Afterschool and Summer Program. • Assist with activity planning as needed, lead student group(s), participate in the program’s special events and chaperone off-site activities; • Assist with delivery of research-based, appropriate and safe programming; ensure that curriculum aligns with Common Core ELA standards and provides differentiated opportunities for learning; • Follow NC Literacy Corps guidelines and contract. • Assist with the delivery of school-day tutoring and support. • Assist with CISDM data entry. • Recruit, train, and communicate with volunteers to support all the CIS mission. • Help ensure quality programming and promoting best practices at each site; • Help ensure adherence to the federal Principles of Effectiveness; • Practice high standards of services, ethics, and professional conduct; • Arrive on-time and prepared to participate in group(s) daily as a Teacher Assistant; • Communicate with program staff to assess, identify and prioritize student needs; • Assist with and participate in training and planning of CIS’ Afterschool and Summer Program at a school site; • Work with Lead Teacher and Teacher/Tutors to monitor attendance, growth and progress of students daily; • Present the CIS mission, vision and initiatives within the community as needed; • Participate in all required personal and professional staff development for CIS’ Afterschool and Summer Program; • Participate in CIS of Durham special events and activities; promote CIS’ Afterschool and Summer Program within school(s) and community; • Perform other duties necessary for the successful operation of programs as assigned; • Ability to see, hear, speak and travel; • Must be able to lift 20 lbs; 	

- Must possess a valid driver's license;

Necessary Skills:

- Demonstrated passion and commitment to students, families and the community
- Excellent verbal and written communication skills.
- Public speaking and presentation skills.
- Strong project management skills.
- Must be able to prioritize and handle multiple tasks, completing assignments in a thorough, accurate and timely manner.
- Ability to perform required project tasks independently
- Ability to work in a team atmosphere.
- Ability to work across teams and with multiple supervisors, both on and off-site

Required Education/Experience:

- Bachelor's degree in social work, education, counseling or related field is preferred.
- 1 year of applicable work experience in the education field.
- Valid driver's license and insurance.
- Sensitivity to and strong concern for the needs of children, youth and their families
- Technologically proficient in all office technology systems including spread sheeting, word processing, email, Skype, and Facetime.