

DURHAM LITERACY CENTER
Service Description
AmeriCorps Youth Education Program Assistant

DESCRIPTION

This position is a fulltime AmeriCorp education position involving recruitment and training of volunteer tutors, direct tutoring, testing, instruction, classroom management and support to 16-18 years old youth. Instruction is geared to assisting students pass GED tests in Reading, Writing, Math, Science and Social Studies. The AmeriCorp YEP Assistant reports to and is evaluated by the Lead YEP Instructor. Service includes providing some instruction to students (total of 20 youth divided into two groups) in an informal classroom setting. The AmeriCorps YEP Assistant works with volunteer tutors and assistants for most classroom activities.

FUNCTIONS

The AmeriCorps YEP Assistant provides and supports:

- Recruitment, training and logistical assignments for volunteer tutors
- Pre-testing, progress and post testing of students
- Instruction in designated GED subject areas

SPECIFIC DUTIES & RESPONSIBILITIES

1. Responds to basic service information requests from potential students and volunteers
2. Conducts volunteer orientation and training
3. Evaluates students and programs
4. Coordinates student and parent orientation
5. Assesses and documents student progress.
6. Recruits, trains and coordinates volunteer tutors
7. Matches students with tutors and assistants and assigns to small instructional groups
8. Observes and monitors tutor/student activities including meetings and small group classes
9. Attends and participates in DLC meetings pertaining to the Youth Education Program
10. Assists Lead YEP Instructor with student and tutor recognition celebrations and other special events
11. Assists with program design and curriculum development
12. Performs other tasks as assigned by the Lead YEP Instructor
13. Meets all NC Literacy Corps requirements and responsibilities

MINIMUM QUALIFICATION

1. Commitment to literacy
2. Strong organizational skills.
3. Good written and verbal communication.
4. Flexibility regarding work hours.
5. Ability to work with and relate to tutors and program participants
6. Sensitive to the needs of diverse populations.

Preferred Qualifications: Bachelor’s degree, preferably in education, social work, counseling or education related area. Must have basic computer knowledge and skills and desire to work with minorities and the less privileged.

COMPLEXITY OF DUTIES

Position requires the ability to multi-task. Duties may be complex due to the background of youth, the need for practice testing, providing student support, coordinating volunteers and assistants.

TCA/GED AmeriCorps Service Schedule					
	Mon	Tue	Wed	Thur	Fri
A.M.	GED class	GED class	GED class	GED class	Testing
P.M	GED class	GED class	Student support	GED class	Recruitment
Evening	Preparation	Preparation	Preparation		