DURHAM LITERACY CENTER

Service Description

ESOL AmeriCorps Member

DESCRIPTION

This full-time position assists with management and administration of the English for Speakers of Other Languages (ESOL) program. The position combines organizational, tutoring duties with people-centered, communicative activities; this is a wonderful opportunity to work closely with Durham's immigrant community, to practice Spanish, and to develop both project management and ESOL teaching skills. Successful applicants will have a strong interest in literacy, education, and language; will enjoy the creative challenge of collaborating with people from diverse backgrounds; will work independently and meet deadlines; and will contribute innovative ideas to an evolving program and team. The ideal candidate will thrive in both the office and the school environment.

Since ESOL classes meet at various locations and times across Durham, the AmeriCorps Member must have their own transportation and must be able to work a flexible schedule which includes regular daytime and evening hours and occasional weekend hours. Spanish proficiency is strongly desired but not absolutely essential.

FUNCTIONS

The ESOL AmeriCorps member supports:

- recruitment, training, and management of tutors and volunteers
- enrollment, assessment, and tracking of students
- collection and organization of student and tutor data
- planning and implementation of program events

SPECIFICSERVICE DUTIES & RESPONSIBILITIES

Classroom Support

1. Completes 12 hour Tutor Training (required of ESOL volunteers) on the following dates:
2. Substitutes for ESOL Tutors when they must miss class.
3. Assists students in computer lab (e.g., using computers, accessing Internet, e-mailing, and etc.)
4. Assists and supports ESOL program participants on designated evenings and days (one or two evenings per week).
5. Provides support at *Escuela de la Familia* ESOL Family Literacy program as needed
6. Develops ESOL Curriculum

Data Management

1. Collects applications and test data from students and volunteers.
2. Manages class rolls and student attendance data (enters data into database, updates class notebooks, maintains list of students who have missed four consecutive classes, etc).
3. Assists with student intakes (administers and grades placement tests, interviews students organizes records, etc).
4. Assists with letters and phone calls to students.
5. Assists with program evaluation.

Events and Publicity

1. Attends volunteer fairs and community events to publicize DLC.
2. Assists with planning and implementation of ESOL events.

Additional

1. Participates in DLC meetings, events, and projects as needed.
2. Performs other related program related tasks as assigned by the ESOL Program Coordinator
3. Meets NC LiteracyCorps requirements (see below).

EDUCATION AND QUALIFICATIONS FOR POSITION

Should possess a High School diploma or GED; preference given to applicants with Bachelors degree. Must have basic computer knowledge (Word, Excel, basic web skills). Strong communication skills are essential. Preference will be given to individuals with Spanish language skills and knowledge of Latin American culture. Experience working with literacy, ESOL, or community outreach programs a plus.

COMPLEXITY OF DUTIES

Position requires the ability to multi-task. Duties may be complex due to the multiplicity of locations, the conditions of equipment, and the irregularity of support requests.

Sample ESOL AmeriCorps Service Schedule					
	Mon	Tue	Wed	Thur	Fri
A.M.	Class and volunteer support	Class and volunteer support	Class and volunteer support	Class and volunteer support	Volunteer and student recruitment
P.M		Providing classroom support	Phone calls to students; student intake	Compiling student attendance and assessment data	Meetings
Evening	Volunteer support and student assessment		Volunteer support and student assessment		

PERSONAL MILEAGE REIMBURSEMENTS
All personal use of vehicles for work and AmeriCorps travel will be reimbursed at federal government rates. Members must complete the standard Durham Literacy Center travel forms.