



**The Student Coalition for Action in Literacy Education (SCALE)
North Carolina LiteracyCorps 2017-2018
Duke Program in Education: Full Time Member Service Description**

The Duke Program in Education is looking for a Program Assistant to serve with its service-learning tutoring program (Partners For Success). Partners For Success, works with gateway Education courses to support meaningful field experiences for education minors, teaching certification candidates, and any undergraduate who has an interest in service-learning, child development, and the field of education. The goals of PFS are to connect Durham teachers and programs with a source of volunteer tutors and facilitate Duke undergraduates' development that connects field experiences with Education coursework.

This AmeriCorps member will...

- Assist with service-learning placement of Duke undergraduates
 - Meet with computer science/education students to make sure scheduler platform is fully functioning and has all necessary tweaks and updates from the previous semester
 - Class presentations at the beginning of the semester and for reflection instructions
- Build and maintain relationships with local public schools and other community partners
 - Volunteer twice a week in a traditional public school classroom
 - Volunteer once a week at both Lyon Park and Crest Street (also plan EOS celebrations at these sites)
- Assist with volunteer tutor training and ongoing support
- Create tutor support materials and facilitate training sessions
 - Create two, dynamic trainings per semester as identified by you, the program director, and teachers
 - Maintain online database of trainings on the PFS Website
 - Stay up to date on trainings that are available on Lynda, SCALE and other literacy based sites
- Read and respond to service-learning reflections
 - Come up with Guiding Questions with the class
- Respond to Duke student correspondence and distribute information regarding program operations
- Make bi-weekly visits to community-based sites and maintain records of tutor attendance
- Provide on-site support to volunteers and community partners
 - Periodically, sit in and observe tutors in classroom and after school settings (6-10 a semester) to ascertain training needs and support tutors
- Monitor and report progress of tutors to course instructors
- Maintain and update tutoring program records
- Update PFS website with relevant program information for the semester
- Spearhead newsletter development – should aim for developing 1-2 newsletters per semester (total of at least 3 for the year)
- **Assist with other Program in Education initiatives**
- Demonstrate an ability to understand and implement project service plans, program policies, regulations, objectives and activities
- Attend all required AmeriCorps and NC LiteracyCorps training and meetings conducted by SCALE and the North Carolina Commission on Volunteerism and Community Service
- Participate in National Identity Days such as 9/11 Day of Service, Make A Difference Day, Martin Luther King Jr. Day of Service, National Volunteer Week and AmeriCorps Week

Qualifications:

- Bachelor's degree preferred but not required
- U.S. Citizen, U.S. National, or Legal Permanent Resident
- Strong commitment to community service
- Previous education and/or experience working with children and/or adult learners preferred
- Proof of no previous conviction or substantiation of child abuse, violent, or sexual crimes
- Ability to work well with a diverse population of people
- Reliable transportation
- 11-12 month commitment to this position and completion of 1700 hours of service by July 31, 2018.

Benefits:

- Full-Time NC LiteracyCorps members will receive a living allowance of up to \$12,630 for 1700 hours of service and upon satisfactory completion of service, an education award of \$5,815

Interested candidates will need to complete an NC LiteracyCorps (AmeriCorps) application.

More information and application available at: <http://nclc.web.unc.edu/join-nclc/americorps-member/> (scroll to bottom to find application. *Note you do not need to have references fill out the reference form section, but you'll need to list reference contact information). Contact Brenna McColl at bmccoll@email.unc.edu regarding questions