

**North Carolina Literacy Corps 2018-2019**  
**Member Service Description for Paid Minimum-Time Summer Position**

SCALE Reads and Counts Summer Position

**Purpose:**

SCALE's North Carolina Literacy Corps (NCLC) is a statewide consortium of AmeriCorps members working to build the capacity, impact, and partnership of community and campus based literacy programs. Members will engage in various projects, for example they may conduct program evaluations, partake in literacy initiatives, identify and work in collaboration with on-campus and community organizations to promote literacy education and develop engagement and outreach projects. NCLC Summer Associates are neither employees nor volunteers; they are members of a National Service Program. SCALE will provide ongoing support for Minimum-time NCLC Summer Associates through in person check-ins, weekly meetings, print resources, and professional development opportunities. Minimum-time NCLC Summer Associates will provide **300** hours of service over the summer while working 30 to 40 hours per week. Members will receive a bi-weekly living allowance and an educational award of **\$ 1,289.95** upon successful completion of all service requirements. Members will receive a living stipend of \$4,800 split into biweekly payments during this period.

**Qualifications**

- High school diploma or GED (or promise to obtain one before using the education award) and writing skills deemed adequate by the program director
- At least 17-years-old
- U.S. Citizen, U.S. National, or Legal Permanent Resident
- Strong commitment to community service
- Previous education and/or experience working with young 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
- Commitment to this position and completion of 300 hours of service by July 31, 2019.

**Essential Functions**

- Members must adhere to a consistent service schedule and demonstrate reliability and seriousness of purpose
- Members must be able to read to young children and/or adult learners
- Members must complete paperwork on time
- Members must be able to communicate effectively with everyone involved in the project—community members, college staff and volunteers, NC Literacy Corps Program Director, and service recipients
- Members must demonstrate an ability to understand and implement project service plans, program policies, regulations, objectives, and activities

**Member Responsibilities**

1. Program Support

- Participates in SCALE Summer literacy initiatives and partnerships including but not limited to Chapel Hill Public Library Early Literacy Lab and Week of Wonder Summer Camp
- Design, set up and create tutor feedback surveys
- Create a monthly tutoring calendar that includes important dates, holidays/breaks, Chapel Hill- Carrboro City School important dates
- Attend weekly planning meeting with minimum-time AmeriCorps members and SCALE staff to discuss collaborative work: library organization, Reads & Counts curriculum and assessment, creating SCALE trainings, program evaluation plan, and literacy initiatives
- Identify facilitators and training topics for Reads and Counts team meetings and professional development opportunities for literacy coaches

## 2. Administrative Responsibilities

- Prepares Google timesheets and lesson plans for the Reads & Counts literacy tutors
- Develops and prepares team meeting schedules
- Assist with design, maintenance, and content of Microsoft SharePoint for Reads and Counts programs
- Reviews and evaluates tutor contract, tutoring manuals, student permission, form, site expectations, and program policies and procedure changes
- Analyze and Evaluate literacy tutors Exit Survey in conjunction with Literacy Programs Director to generate annual report
- Assist in producing program materials

## 3. Recruitment and Orientation

- Develops, edits, and/or maintains recruitment literature, handbooks and website information (SCALE and SharePoint)
- Participates in planning, organizing and development of orientation and training topics for upcoming program year
- Identify on-campus organizations, departments, staff and faculty to assist with Reads and Counts recruitment for literacy tutors
- Attend on-campus recruitment opportunities.