

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

**SCALE Training and Event Planner**

**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

**Description:**

The SCALE Training & Event Planner will assist the Executive Director with various training, event, and project planning efforts for the coming program year. Specific duties are listed below but please note there may be additional administrative and clerical duties as assigned by the supervisor deemed acceptable by AmeriCorps compliance measures.

**Member Responsibilities:****SCALE Online Trainings**

- Works with ED to identify presenters, dates, and times for 2019-2020 online training calendar
- Updates procedure for preparing, advertising, posting, and evaluating online trainings
- Creates templates, sample forms, and any other relevant resources as needed
- Updates website and membership library with any updates or information regarding online trainings

**SCALE Event Planning**

- Assists with preparation for annual Read.Write.Act (RWA) virtual conference including:
  - Updates registration, proposal submission, and conference program
  - Solicits proposals for conference
  - Tracks outreach and publicity for conference
  - Creates templates for RWA roles, Microsoft Zoom guides, and social media posts as needed
- Assists with preparation of series of events to celebrate SCALE's 30th program year
- Identify potential speakers, authors, or other appropriate content for 30th events
- Collaborate with partner sites to identify venues and locations to host events across the state

**Direct Service**

- Plans and participates in direct service tutoring or literacy education opportunities in collaboration with fellow summer associates.

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