

**DURHAM LITERACY CENTER**  
Service Description  
**Adult Literacy AmeriCorps Service Member**

**DESCRIPTION**

This full-time service position assists with management and administration of the Adult Literacy (AL) program. The service combines organizational, literacy tutoring duties with people-centered, communicative activities; this is a wonderful opportunity to work closely with the Durham community, and to develop both project management and AL teaching skills. Successful applicants will have a strong interest in literacy and education; will enjoy the creative challenge of collaborating with people from diverse backgrounds; will complete tasks 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 AL classes meet at various locations and times across Durham, the AmeriCorps Member must have their own transportation and a flexible schedule which includes regular daytime and evening hours and occasional weekend hours. Computer/Technology proficiency is strongly desired but not absolutely essential.

**FUNCTIONS**

The AL AmeriCorps Member supports:

- recruitment, training, and management of tutors and volunteers
- enrollment, assessment, and tracking of students
- one on one Adult Literacy tutoring
- collection and organization of LACES test data
- planning and implementation of program events

**SPECIFIC SERVICE DUTIES & RESPONSIBILITIES**

**Classroom Support**

1. Completes 12hour Tutor Training (required of AL volunteers)
2. Assists students in computer labs (e.g., using computers, accessing Internet, e-mailing, and etc.)
3. Assists and supports program participants on designated evenings (at least one evening per week).
4. Develops curriculum for classes
5. Manages student attendance data (enters data into database, updates class notebooks, maintains list of students who have missed four consecutive classes, etc).
6. Assists with student intakes and ongoing assessments (administers and grades placement tests, interviews students, organizes records, etc).
7. Assists with letters and phone calls to tutors and students.
8. Assists with program evaluation.
9. Collects LACES test data from students and volunteers

## Events and Publicity

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

## Additional

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

## 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.

Adult Literacy Americorps Service Schedule					
	Mon	Tue	Wed	Thur	Fri
A.M.	Instruction	Coordination	Instruction	Coordination	Recruitment
P.M	Intake	Student Support	Intake	Student Support	Meetings
Evening	Data	Instruction	Recruitment		