

DURHAM LITERACY CENTER
Service Description
AmeriCorps Computer Literacy Instructor

DESCRIPTION

This full-time service position involves the administration and instruction of the Computer Literacy (CL) program. This program offers weekly computer literacy classes and one-on-one computer instruction. Classes are taught by the member as well as with volunteer tutors. Classes are geared towards helping students feel comfortable performing basic tasks on a computer (e.g., using a mouse, accessing the internet, typing, word processing). Successful applicants will have a strong interest in computer 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. The AmeriCorps Computer Literacy instructor reports to and is evaluated by the DLC Adult Literacy Coordinator. The AmeriCorps Computer Instructor works with volunteer tutors/ assistants for most classroom activities and with DLC staff.

FUNCTIONS

The AmeriCorps Computer Instructor provides instruction to tutors and students as follows:

- Development of computer curriculum and lessons
- Pre-testing, progress and post testing of students
- Instruction and tutoring in weekly computer literacy classes
- Entering student progress and maintaining student records.

SPECIFIC DUTIES & RESPONSIBILITIES

1. Recruits and trains volunteer computer literacy tutors
2. Assesses and documents student progress
3. Plans and develops lesson plans for Computer Literacy classes
4. Attends and participates in DLC staff meetings
5. Assists with design and materials development for DLC classes
6. Performs other volunteer recruitment and instructional tasks as assigned by his supervisor
7. Carries out and fulfills all NC Literacy Corps requirements and responsibilities

EDUCATION AND QUALIFICATIONS FOR POSITION

Minimum Qualifications:

1. Commitment to computer literacy
2. Adult Education Interest
3. Strong organizational skills.
4. Good written and verbal communication.
5. Flexibility regarding work hours.
6. Ability to work with and relate to tutors and program participants

Preferred Qualifications: Preference given to applicants with Bachelor's degree. Must have desire and sensitivity to work with and instruct immigrants, minorities and the less privileged.

COMPLEXITY OF DUTIES

Position requires the ability to multi-task. Duties may be complex due to the multiplicity of locations, and the variety of skill levels of students.

CLIC Americorps Service Schedule					
	Mon	Tue	Wed	Thur	Fri
A.M.	Instruction		Instruction		Recruitment
P.M	Coordination	Student Support	Coordination	Student Support	Meetings
Evening		Instruction		Instruction	

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.