

# Reading Connections, Inc.

## AmeriCorps Adult Literacy Program Assistant

*Full-Time (1700 hours)*



Reading Connections provides basic literacy instruction through 1:1 volunteer tutoring and small group classes for adults in Guilford County. Our classes include level-based reading classes, English language classes for immigrants and refugees, math classes, computer literacy classes, pre-high school equivalency classes, family literacy classes and employment skills programs. Tutoring and classes are provided both to native English speakers and to students learning English as another language. Reading Connections has a comprehensive tutor program that prepares and supports volunteers from the community to provide high-quality, individualized literacy instruction.

**Purpose:** To provide direct literacy services to adult students in Guilford County. Reports to Site Supervisor. Member will work established hours Monday through Friday from 8:30 am – 5:00 pm with evening and weekend hours as needed. Members will serve either full-time in the Greensboro office or High Point office.

**Tasks:** The following tasks will be addressed each week on an as-needed basis.

- Assist program staff to conduct student orientations upon intake
- Assist program staff to conduct literacy assessments upon intake and periodic re-assessments to measure progress
- Provide adult learner instruction and literacy skill development with ABE, ASE and ESOL
- Create and deliver lesson plans to a multi-level class based upon curriculum provided
- Provide student support, conduct conferences with students and attend support meetings
- Make referrals to other agencies for services to meet student goals as appropriate
- Assist program staff in recruiting volunteer tutors
- Assist in training tutors and instructors to work with adult literacy students
- Provide volunteer support via phone and email; conduct conferences with tutors and instructors
- Assist program staff to maintain student records (paper files and in database)
- Submit timely, accurate and complete reports as requested
- Identify and attend other training opportunities as assigned

**Benefits:** As a full-time AmeriCorps member, you will receive:

- Full-time members who serve for **10 months (September 9<sup>th</sup> – July 10<sup>th</sup>)** receive a living allowance of \$13,992 and an education award of \$6,095.
- Eligible members can receive basic health insurance and a childcare subsidy
- Mileage reimbursement at state rate per each training attended

**Requirements:**

- Must be at least 17 years old
- Must have a high school diploma or equivalency
- Must have English proficiency (spoken/written)
- Must successfully pass statewide and national criminal background checks
- Must be U.S. Citizen, National, or Legal Permanent Resident of the United States

All interested candidates must complete online application at <http://nclc.web.unc.edu/join-nclc/ameri-corps-member/>.