

DURHAM LITERACY CENTER
Service Description
AmeriCorps Youth Education Program Assistant

DESCRIPTION

This position is a full-time AmeriCorps education position involving recruitment and training of volunteer tutors, direct tutoring, testing, instruction, classroom management and support to young adults aged 16-24. Instruction is geared to assisting students pass GED or HiSET high school equivalency tests in Reasoning through Language Arts, Math, Science and Social Studies. The AmeriCorps YEP Assistant reports to and is evaluated by the YEP Program Coordinator. Service includes providing some instruction to individual students in an informal classroom setting. The AmeriCorps YEP Assistant prepares lesson plans daily for volunteer tutors to work individually with students, as well as training and managing volunteer tutors.

FUNCTIONS

The AmeriCorps YEP Assistant provides and supports:

- Recruitment, training and logistical assignments for volunteer tutors
- Pre-testing, progress and post-testing of students
- Instruction in designated GED/HiSET subject areas

SPECIFIC DUTIES & RESPONSIBILITIES

1. Responds to basic service information requests from potential students and volunteers
2. Evaluates students and programs
3. Assesses and documents student progress
4. Recruits, orients, trains and coordinates volunteer tutors
5. Matches students with tutors
6. Observes and monitors tutor/student activities
7. Attends and participates in DLC meetings pertaining to the Youth Education Program
8. Maintains student attendance and testing performance records in online database
9. Assists YEP Program Coordinator with student and tutor recognition celebrations and other special events
10. Advises with program design and curriculum development
11. Provides agency support by staffing front desk at predetermined times, directing visitors to appropriate staff or classrooms, and directing phone calls to staff
12. Performs other tasks as assigned by the YEP Program Coordinator
13. Meets all NC Literacy Corps requirements and responsibilities

MINIMUM QUALIFICATIONS

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

6. Sensitive to the needs of diverse populations.

Preferred Qualifications: Bachelor's degree, preferably in education, social work, counseling or education related area. Must have basic computer knowledge and skills and desire to work with minorities and the less privileged. Experience in lesson planning, teaching, and volunteer management preferred.

COMPLEXITY OF DUTIES

Position requires the ability to multi-task. Duties may be complex due to the background of youth, the need for practice testing, providing student support, coordinating volunteers and assistants.

YEP Americorps Service Schedule					
	Mon	Tue	Wed	Thur	Fri
A.M.	Class	Class	Class	Class	Planning
P.M	Planning/ Testing	Planning/ Testing	Planning/ Testing/	Planning/ Testing Staff Meeting	Planning/ Testing