

Position: Northwest Washington Reading Corps AmeriCorps*VISTA Member
Start/End Dates: 1 Sept 2009 – 31 Aug 2010
Sponsoring Agency: Skagit County Community Action Agency
To Apply: www.northwestwrc.org



General Summary:

AmeriCorps*VISTA Northwest Washington Reading Corps (NWWRC) members will primarily engage in building the capacity of a K-6 literacy tutoring program. This may include any or all of the following activities and projects – **as determined by the needs of the school site, the priorities of the site supervisor, and the strengths of the VISTA member:** developing family and community involvement events and projects; donation solicitation and/or grant-writing vis-à-vis area businesses and foundations; as well as no more than ten hours per week of K-6 literacy tutoring. AmeriCorps*VISTA WRC members will carry out program requirements for the WRC and Skagit County Community Action Agency (SCCAA) including required training, member development, reporting and data collection, team service projects, & Civic Engagement. Dual supervision of AmeriCorps*VISTA NWWRC members will be carried out by the Site Supervisor at the school site, and by the Project Supervisor at SCCAA. All of these duties will be fulfilled in a timely and professional manner. AmeriCorps*VISTAs are considered to be in service 24 hours a day 7 days a week. Members are required to average a minimum of 40 hours per week over the course of their twelve-month term of service.

Required Training:

AmeriCorps*VISTA NWWRC members attend a regional Pre-Service Orientation before their term of service starts. Members also attend orientation trainings sponsored by SCCAA during the first two weeks of their term of service. No leave requests are granted during orientation. Members will also attend bimonthly team trainings on a variety of WRC required training topics (e.g. tutoring, diversity, effective communication, teambuilding) sponsored by SCCAA. Members will additionally attend a minimum of two overnight statewide training events (SERVES Institutes in October and March).

Member Development:

AmeriCorps*State NWWRC members have the option of participating in on-going self-organized member development projects to supplement WRC training requirements (e.g. reading Ruby Payne's A Framework for Understanding Poverty). Projects must be approved in advance by the Project Supervisor.

Required Reporting and Data Collection Responsibilities:

Members will be required to submit monthly reports and member timesheets; members will be required to administer all surveys and paperwork relevant to these reports. Timeliness and accuracy is expected with all reporting.

Team Service Projects:

AmeriCorps*State NWWRC members participate in two team service projects outside of the regular work week during their terms of service: Make a Difference Day, a Saturday in October & Martin Luther King Jr. Day in January (note that MLK Day is a day on, not a day off). Service projects are organized by the Project Supervisors and team members.

Civic Engagement:

During select team meetings and service days, members will participate in the *Roadmap to Civic Engagement* curriculum with their fellow team members. Members will also participate in (&/or support) the facilitation of the Civic Engagement curriculum with local youth.

Benefits:

Basic health coverage (individuals only), relocation allowance and reimbursement of moving expenses, monthly living stipend of \$833/month, childcare benefits for those who qualify, student loan forbearance for qualified education loans, post-service education award of \$4,725 or cash stipend of \$1200, ongoing training and professional development.

Personal & Sick Leave

Members are allotted 10 sick days and 10 personal days during their terms of service. All leave time must be approved two weeks in advance by the Project Supervisor.

AmeriCorps service continues during school holidays (including winter, spring, & summer breaks, and school in-service days), except for these federal holidays:

- New Year's Day – January 1
- Presidents' Day – Third Monday of February
- Memorial Day – Last Monday in May
- Independence Day – July 4
- Labor Day – First Monday in September
- Veterans' Day – November 11
- Thanksgiving Holiday – Fourth Thursday in November & the following Friday
- Christmas Day – December 25

Working Conditions:

Members will primarily carry out their service in the elementary school setting. Occasionally, service will occur in training-room and outdoor settings. Members will occasionally travel to required events outside of their service area. Because AmeriCorps*VISTA members are considered to be in service 24 hours a day 7 days a week, **they are not permitted to hold a second job or attend school during their term of service.**

Knowledge, Skills and Abilities:

Most fundamentally, members are expected to possess a desire to serve elementary-level students in a school setting. Members are also expected to demonstrate: strong ethics of service and professionalism; ability to work well as a member of a team; and an appreciation of diversity. Members are also encouraged to have some or all of the following: interest in literacy-related education; interest in strengthening family and community involvement in education; interest in developing and maintaining effective, productive connections with area businesses; interest in ELL and migrant educational issues.

Background Requirement:

The duties assigned to this position require substantial direct contact with children, making it necessary to conduct a criminal background check on each member. AmeriCorps VISTA NWWRC members are required to have an educational background that includes at least a high-school diploma.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description serves as a general outline of a member's position, not an exact site-specific delineation of each member's position.