### Neighborhood House AmeriCorps Team
#### Member Position Description

<table>
<thead>
<tr>
<th>Member Name (First, Last)</th>
<th>Youth Tutoring AmeriCorps Member</th>
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</thead>
<tbody>
<tr>
<td>Shak Sanders</td>
<td>Member Position Title</td>
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<tr>
<td></td>
<td>Burndale Homes Youth Tutoring Center</td>
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<tr>
<td>Sponsoring Organization</td>
<td>Service Site</td>
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<td></td>
<td>Shak Sanders</td>
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<tr>
<td>Primary Supervisor Name</td>
<td>253-833-1168</td>
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<tr>
<td>Youth Programs Supervisor – Tutoring</td>
<td><a href="mailto:shaks@nhwa.org">shaks@nhwa.org</a></td>
</tr>
<tr>
<td>Primary Supervisor Title</td>
<td>Primary Supervisor E-Mail Address</td>
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1. **Position's Alignment to Organization’s Mission:**
   Neighborhood House’s mission is to help diverse communities of people with limited resources attain their goals for self-sufficiency, financial independence, health, and community building. Our programs are based in the public housing communities we serve: Yesler Terrace (Central Seattle), High Point (West Seattle), Rainier Vista (South Seattle), New Holly (South Seattle), Seola Gardens (White Center, South King County), Burndale Homes and Firwood Circle (Auburn), and Birch Creek Career Center (Kent). We also provide services to the community through local WorkSource centers and schools throughout Seattle/King County. Each year, Neighborhood House programs provide job assistance, case management, social services, emergency assistance, tutoring, youth development, health, education, elderly outreach and early childhood education to more than 20,000 low-income people in Seattle/King County. Neighborhood House AmeriCorps Members play an important role in that impact, helping to strengthen and expand early childhood and K-12 education programs at seven different Neighborhood House locations.

2. **AmeriCorps Project Description:** The Neighborhood House tutoring program runs out of three sites; one in White Center and two in Auburn. Two AmeriCorps members will be serving at each site. Seola Gardens Tutoring Center is located in the Seola Gardens Community Center in the midst of a public housing community in White Center. Burndale Tutoring Center is located in the Burndale Community Center in Burndale Homes, a King County public housing community in Auburn. Firwood Circle Tutoring Center is located in the Firwood Circle Community Center in the Firwood Circle Homes, a King County public housing community in Auburn. Families from all different backgrounds and cultures attend these schools and live in the surrounding communities, some with limited English skills.

3. **Member Key Essential Functions of the Position:**
   - Provide one-on-one and small group academic and enrichment support to youth
   - Develop, plan and write curriculum and lessons, utilizing the Project-Based Learning Model and the Youth Program Quality Initiative Model, individually and as a team on a daily basis.
   - Lead and facilitate engaging lessons in the four main areas of direct service: Homework/Academics, Project-Based Learning, Student Success Skills, and Writing.
   - Prepare programming space to be safe and conducive to youth daily.
• Plan and lead with workshops for older youth; i.e. leadership, college pathways, job readiness.
• Assist with maintenance of Tutoring Center facilities.
• Maintain a safe, respectful and engaging environment for youth and adults
• Develop and supervise field trips and community service opportunities, including transporting youth participants in 15 passenger Neighborhood House van.
• Foster relationships with schools and community-based organizations and resources to strengthen the diversity of our youth programs
• Build and maintain positive professional relationships with program and site staff, agency staff at other sites and community partners
• Demonstrate professionalism by setting clear boundaries with youth and families, being on time for daily activities and dressing appropriately
• Recruit and manage volunteers from the community for programming purposes on an ongoing basis.
• Assist in conducting family, community and staff events

4. **Member Additional Duties and Responsibilities:**
   • Assist in maintaining accurate information about program attendance, youth enrollment, parent contact information and volunteer involvement for Tutoring program.
   • Participate in relevant Tutoring program staff meetings and trainings.
   • Foster relationships with parents and other caregivers to support their children’s success
   • Participate as volunteers and participants to the workshops during the Seattle Tutoring Coalition’s event, All-City Tutor Training.

5. **Performance Measure Expected Output(s) and Outcome(s):**
As a result of Neighborhood House Tutoring Members’ service, 85 economically disadvantaged students will complete participation in CNCS-supported K-12 education programs in Neighborhood House’s Seola Gardens, Burndale Homes and Firwood Circle after school programs. 72 (85%) these students will demonstrate gains in social development and improved academic engagement as measured by the SAYO survey (Survey of Afterschool Youth Outcomes).

6. **Volunteer Management:**
   • Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project. Specifically, the Member based at this site will: recruit and train community volunteers to assist with youth tutoring and/or project based learning; provide support for on-going volunteer communication and recognition; and conduct outreach for volunteer guest speakers.
   • Oversee the volunteer activities of the AmeriCorps project to ensure that the activities are allowable and not prohibited.

7. **Qualifications required for this position:**

   **Minimum qualifications:**
   • Must be at least 17 years of age; 21 or older preferred.
   • College degree required.
   • Must pass an AmeriCorps state, FBI and National Sex Offender Registry criminal records check.
   • Must provide documentation of U.S. Citizen, National or Permanent Resident for AmeriCorps enrollment.
   • Must have valid driver’s license and have clean driving record, for clearance to drive Neighborhood House 15 passenger van
• Must have some experience working with children/youth.
• Must demonstrate a highly positive and enthusiastic style capable of motivating others.
• Must be able to articulate the value of education and learning.
• Must have the knowledge and ability to assist K-12 students with their school work; secondary-level academic knowledge preferred
• Must be able to serve as a team member in a multicultural organization and community.
• Must be self-starter, dependable, and demonstrate strong problem-solving skills and good judgment.
• Must have proficiency in the following computer programs: Microsoft Office (Excel, Outlook, Word).
• Must be willing to comply with the established Neighborhood House performance standards for productivity/personal responsibility, client/customer service-orientation and professional demeanor.

Desired skills and strengths:
• Desire to lead activities with youth, and to improve at youth instruction.
• Ability to generate creative programming ideas.
• Bilingual in Ukrainian
• Personal experience as a low-income and/or immigrant or refugee community member living in public housing.
• Strong knowledge in high school math
• Strong knowledge in Language/Arts

Neighborhood House provides equal opportunity to National Service applicants without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual preference or status as a veteran.

8. Location and Hours of Service:

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>Start Time</th>
<th>Length of Meal Break</th>
<th>End Time</th>
<th>Name of service location and physical address</th>
<th>Hours per day*</th>
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<tbody>
<tr>
<td>Sunday</td>
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<tr>
<td>Monday</td>
<td>10:30am</td>
<td>30 min</td>
<td>7:00pm</td>
<td>Neighborhood House Burndale Homes Youth Tutoring Center, 1004 18th St. NE, Auburn, WA 98002</td>
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<tr>
<td>Tuesday</td>
<td>10:30am</td>
<td>30 min</td>
<td>7:00pm</td>
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<tr>
<td>Wednesday</td>
<td>10:30am</td>
<td>30 min</td>
<td>7:00pm</td>
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<tr>
<td>Thursday</td>
<td>10:30am</td>
<td>30 min</td>
<td>7:00pm</td>
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<td>Friday</td>
<td>8:00am</td>
<td>60 min</td>
<td>5:00pm</td>
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<td>Saturday</td>
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<td><strong>Total Hours for the Week:</strong></td>
<td><strong>40</strong></td>
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* Not including meal breaks

Please note:
• This position requires some evening and weekend service hours. The Members will be involved in this scheduling. When these changes to the Member schedule are required, flex time will be provided during the same week or biweekly AmeriCorps timecard period with advance approval from the Site Supervisor.
• In addition, all Members will attend Neighborhood House AmeriCorps team meetings on Fridays, weekly to biweekly from September 2014 to July 2015 (3 to 8 hours, starting at 8:30am and ending by 5:00pm). When Friday AmeriCorps team meetings will be less
than 8 hours, Members will be given the opportunity to return to their site for the rest of the 8-hour service day. Members may also be required to participate in up to three Saturday AmeriCorps team service projects during the program year.

- In order to complete at least 1700 hours of service by 7/15/15, Neighborhood House AmeriCorps Members will serve 44 hours per week (ending their service day one hour later than as listed above, from Monday through Thursday) from September 2014 to March 2015. Then, Members will serve 40 hours per week (following the schedule provided above) from April to July 2015. For a full copy of the 2014-15 Neighborhood House AmeriCorps Member Hours Progress Plan, please contact the Neighborhood House AmeriCorps Program Manager. Please note: If it is not possible for the site to engage the Member in a full 9 hour day of service Monday through Thursday during the months listed above, Members may propose an alternate plan to the AmeriCorps Program Manager to maintain 44 hours/week.

9. Supervision:
   - Site Supervisor or Technical Advisor, Shak Sanders provides regular and ongoing support and guidance. This includes: day to day feedback on Member performance at the service site; meeting at least once a week with the Member to review progress on Member service plans; providing resources and technical assistance to the Member as needed; working with the Site Manager to provide comprehensive site based training and orientation to the Member at the start of the program year (after the AmeriCorps team orientation); reviewing and signing biweekly Member timecards; guiding the Member in completing Stories of Service and other required data collection and reporting; and writing quarterly site progress reports; and writing biannual Member performance evaluations.
   - As Neighborhood House Youth Programs Supervisor-Tutoring, Shak provides guidance to the Members and Site Supervisors at all three Neighborhood House Tutoring Center sites about site goals, objectives and requirements at the start of the program year and quarterly (or more often).
   - Backup Supervisor, provides support and guidance in the absence of the primary supervisor.
   - Neighborhood House AmeriCorps Program Manager Tera Oglesby provides oversight to the NH AmeriCorps Program and coordinates NH AmeriCorps team activities.

10. Required WSC Training:
   AmeriCorps Affiliation and Program Orientation; Cultural Competency; Volunteer Recruitment, Training and Management; Effective Communication; Leadership Skills; Performance Measurement; Life After AmeriCorps.

11. Required Site Training: Site-based training for this Member will include:
   - Youth Development
   - Youth Program Quality Initiative methods

12. Required WSC Reporting:

<table>
<thead>
<tr>
<th>Document</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>Member Timesheets</td>
<td>Semi-Monthly</td>
</tr>
<tr>
<td>Member Stories of Service</td>
<td>Monthly</td>
</tr>
<tr>
<td>Photograph of Member (in service gear; Story of Service or caption explaining service activity depicted; Washington Service Corps media releases required for all individuals recognizable in photo)</td>
<td>Quarterly</td>
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Additional, Site Based Data Collection & Reporting:

- Collect and maintain accurate information about Tutoring program attendance, youth enrollment, parent contact information and volunteer involvement (daily)
- Submit new volunteer enrollment forms and monthly volunteer timesheets to the Neighborhood House Volunteer Coordinator (monthly)
- Assist Site Supervisor in compiling data and narrative for site progress report to AmeriCorps Program Manager as needed (quarterly)

13. **Service Conditions:** The general condition of this position is within both a work place and in a school setting. It is important to have the ability to serve as a team member in a multicultural organization and community. You must also be willing to comply with established agency performance standards, which require productivity/personal responsibility, client/customer service-orientation and the maintenance of a professional demeanor. The Youth Tutor Members will travel frequently to other NH sites for AmeriCorps team trainings and other agency meetings and trainings. All Members are offered a bus pass or mileage reimbursement for service related travel.

The above Member Key Essential Functions and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**