



Washington Service Corps Team Member Position Description

First Amended

Member Name (First, Last)	Youth Tutoring AmeriCorps Member
Neighborhood House	Member Position Title
Sponsoring Agency	Burndale, Firwood Circle and Seola Gardens Tutoring Centers
Tera Oglesby, AmeriCorps Program Manager	Service Site
Project Supervisor, Title	206-461-8430 ext. 350 office; 206-778-1259 cell; terao@nhwa.org
Burndale Homes: Shak Sanders, Youth Programs Supervisor-Tutoring	Telephone Number E-Mail Address
Firwood Circle: Sergio Beltran, Youth Tutoring & Resource Center Coordinator	see staff directory at www.nhwa.org
Seola Gardens: Leah Montagne, Youth Tutoring & Resource Center Coordinator	Telephone Number E-Mail Address
Site Supervisor (if applicable), Title	
Start Date / End Date: <input type="checkbox"/> 09/01/13 - 07/15/14	

Check here if this is a Leader Position 09/16/13 - 07/31/14 10/01/13 - 08/15/14

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 education, youth tutoring, youth leadership, parent engagement, technology access, job readiness and community building programs at seven different Neighborhood House locations.

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.

Member Duties, Responsibilities and Performance Measure(s):

Member responsibilities include using the established “Success Framework” and project-based learning approach of our programs, developing lesson plans, leading engaging activities, making good use of planning time individually and with the team, participating actively in training and service days, and at all times fostering a safe, happy and effective learning environment for the students in the program. To be successful, members must be open to learning and applying new ideas, willing to challenge themselves, and committed to the positive development of all our students.

The position entails assisting with planning and preparation of the tutoring center and daily activities. You’ll work with the education team to identify, develop and facilitate interesting and specialized programming for youth and families. You will also work with a specific sub-group of our youth to monitor individual progress and needs, address barriers and coaching related to school success. Periodic services may be performed at nearby partner locations.

Duties

Program Support – Youth and Families

- Provide one-on-one and small group academic support to youth
- Assist with project-based learning and literacy activities
- Lead and assist with activities and events for students, families, staff and volunteers
- Facilitate and assist with workshops for older youth; i.e. leadership, college pathways, job readiness
- Maintain a safe, respectful and engaging environment for youth and adults
- Assist with learning center facility
- Develop and supervise field trips and community service opportunities
- Build and foster relationships with schools and community-based organizations and resources to strengthen the diversity and effectiveness of our youth programs
- Foster relationships with parents and other caregivers to support their children’s success

Program Support – General

- Build and maintain positive professional relationships with program and site staff, agency staff at other sites and community partners
- Participate in staff meetings and trainings
- Demonstrate professionalism by setting clear boundaries with youth and families, being on time for daily activities, dressing appropriately for the work environment, asking for help when it’s needed, meeting documentation deadlines and keeping a daily service log.

Throughout the three tutoring sites, Youth Tutoring AmeriCorps Members will provide after school programming for 85 economically disadvantaged K-12 students; 72 (85%) of these students will demonstrate gains in social development and improved academic engagement by the end of the program year. For a full copy of the 2013-14 Neighborhood House AmeriCorps team performance measures, please contact Tera Oglesby.

Volunteer Management:

As part of a team, you'll help to recruit volunteers to support our work with children and youth, and work the community groups to develop partnerships that can deliver enrichment programming. Providing outreach support and assisting with training and observation of new volunteers and community volunteer groups are also part of the position.

The Youth Tutoring AmeriCorps Members will:

- Recruit and train community volunteers
- Provide support for on-going communication and recognition
- Conduct volunteer outreach for guest speakers

Prohibited Activities:

There are certain activities, including lobbying, political, religious or advocacy activities that AmeriCorps Members may not perform in the course of their duties while charging time to the AmeriCorps program, or at the request of sponsoring organization staff. Furthermore, AmeriCorps Members and staff may not engage in conduct in a manner that would associate the National Service program or the Corporation for National and Community Service (CNCS) with these prohibited activities.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and Members may not engage in the following activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to: a business organized for profit; a labor union; a partisan political organization; a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; or an organization engaged in the religious activities described in #7 above, unless Corporation assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services.
11. Recruiting, training or supporting community volunteers to participate in any of the prohibited activities listed above.

In addition, Washington Service Corps AmeriCorps*State Members are prohibited from:

12. Organizing a letter writing campaign to Congress.

13. Participating in activities that pose a significant safety risk to participants.
14. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its member fee requirement, or to pay the program's general operating expenses.
15. Fundraising, unless under the following circumstances: provides direct support to a specific service activity, falls within the program's approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any Member.

Individuals that enroll in AmeriCorps may exercise their rights as private citizens and participate in the activities listed above on their initiative, on non-AmeriCorps time, if using non-Corporation funds. However, individuals should not wear the AmeriCorps logo or identify themselves as AmeriCorps Members while doing so.

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 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 work 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 basic 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.
- Must have valid driver's license and have clean driving record.

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 Members, without regard to race, color, religion, sex, national origin, age, disability, marital status, sexual preference or status as a veteran.

Location and Hours of Service:

Day of Week	Start Time	Length of Meal Break	End Time	Name of service location and physical address	Hours per day*
Sunday	NA			Burndale Tutoring Center 1044 18 th St NE Auburn WA98002	
Monday	10:00AM	60 min	7:00PM	Burndale	8
Tuesday	10:00AM	60 min	7:00PM	Burndale	8
Wednesday	10:00AM	60 min	7:00PM	Burndale	8
Thursday	10:00AM	60 min	7:00PM	Burndale	8
Friday	8:00AM	60 min	5:00PM	Burndale	8
Saturday					
Total Hours for the Week:					40

- Some evening and weekend activities will be scheduled as part of our youth and family programming. Members will be involved with this scheduling and regular weekly hours will be adjusted as needed to accommodate these alternative times.
- All Members will attend Neighborhood House AmeriCorps team training on Fridays, weekly to biweekly from September 2013 to July 2014 (2 to 8 hours). When Friday trainings will be less than 8 hours, Members will be given the opportunity to return to their site or participate in team-based service activity for the rest of the 8-hour day.

Supervision:

- Shak Sanders (Burndale), Sergio Beltran (Firwood Circle) and Leah Montagne (Seola Gardens) will serve as Site Supervisors to the Youth Tutoring AmeriCorps Members, providing day to day coaching and guidance to the two Members at each site over the 2013-14 program year. This includes meeting at least once a week with the Members at each site to review progress on the Members' 2013-14 service plan and to provide resources and technical assistance to the Members as needed. Each Site Supervisor will also provide a comprehensive training and orientation to the Members at the start of the program year, after the AmeriCorps team orientation. Each Site Supervisor will also review and sign biweekly Member timecards, coach the Members in completing Great Stories and other reporting required for the AmeriCorps grant, write quarterly site progress reports and write biannual Member performance evaluations.
- In addition to her role as Burndale Site Supervisor, Shak manages the whole Neighborhood House tutoring team, and convenes the whole NH tutoring team (staff and Members from all three tutoring sites) for training and support monthly.
- Neighborhood House AmeriCorps Program Manager Tera Oglesby provides oversight to the NH AmeriCorps Program and coordinates NH AmeriCorps team activities.

Required WSC Core Training: AmeriCorps Affiliation and Program Orientation; Cultural Competency; Effective Communication; Teambuilding; Volunteer Recruitment, Training and Management; Leadership Skills Development; and Life After AmeriCorps. For more information, please see the Neighborhood House 2013-14 AmeriCorps Team Training Plan.

Required Site Training:

Site based training for Youth Tutors will include:

- The annual All-City Tutor Training hosted by the Seattle Tutoring Coalition, of which Neighborhood House is a steering member. Specific training workshop topics at the ACTT include: Tutoring Basics; Motivating your Student; Creative Behavior Management; Reading Fundamentals; Math Strategies and Games for Elementary and Middle School Students; Culture in the Tutoring Relationship; Learning Styles; Working with English Language Learners;
- Youth Program Quality Improvement training, over the course of the year is provided. Designed to improve the program quality of each tutoring site, topics include conflict resolution, youth voice and choice, asking questions.

Reporting Requirements:

- Submit Washington Service Corps Member timecards to the Neighborhood House AmeriCorps Program Manager twice a month.
- Submit Washington Service Corps Great Stories to the AmeriCorps Program Manager monthly
- Help the Site Supervisor to compile data and narrative for AmeriCorps Site Progress Reports quarterly.
- Submit volunteer enrollment forms and monthly volunteer timesheets to the Neighborhood House Volunteer Coordinator monthly.
- All tutoring sites: Assist in collecting participation and outcome data according to program guidelines and schedule. Keep organized files and assist with improving data collection systems. Assist with the creative and dissemination of program promotional materials, calendars and correspondence. Help to survey families and youth participating in events and workshops

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 work 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.

All of the above duties 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.**

Member Signature MM/DD/YYYY

Site Supervisor Signature MM/DD/YYYY
(if applicable)

Project Supervisor Signature MM/DD/YYYY

WSC Program Coordinator MM/DD/YYYY
Signature