AmeriCorps Member Service Description

Position: Full-Time AmeriCorps Teacher's Aide

Location: Sisters, OR. Project Locations throughout Central Oregon
Desired Start Date: February/March 2020

Position Summary:

This is a full-time (43 hours/week) position as an AmeriCorps member of Heart of Oregon YouthBuild. Teacher's Aide AmeriCorps members are responsible for assisting program teachers and staff in improving the mathematical, science, social science, and language arts skills of program participants as these participants study to achieve a GED and/or HSD, assisting participants with job readiness and job placement services, and providing support to participants around college readiness.

Position Standards:

- Assist teachers and construction instructors with the planning and implementation of classroom activities in the areas of language arts, math, science, health, careers, social science subjects, and construction classes (NCCER curriculum).
- Assist teachers and instructors with the implementation of job readiness training to all YouthBuild participants
- Support YouthBuild participants in researching possible careers and college placement options
- Participate in Heart of Oregon YouthBuild, YouthBuild USA, and AmeriCorps training, service projects, and other activities
- Assist with the planning and/or implementation of a project on a designated national day of service such as September 11th National Day of Service & Remembrance, Make A Difference Day, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week
- Promote service learning within the classroom
- Assist teachers and instructors with the creation and presentation of lesson plans and schedules
- Support YouthBuild participants by one-on-one tutoring
- Assist in the delivery of other program services as assigned to the extent that it is not in conflict with the primary position responsibilities or any other AmeriCorps provision including the AmeriCorps Prohibited Activities.

Minimum Qualifications:

Must be at least 21 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US. Must adhere to the policies related to the Drug free Workplace Act.

Benefits:

- A maximum taxable $13,992 (pre-tax) living allowance dispersed bi-weekly over 40 weeks.
- Basic medical insurance (health and dental for member only).
- Paid Federal holidays, sick time, and vacation days.
- Student loan forbearance (for qualifying federal student loans).
- A $6,095 education award granted upon successful completion of the program.
- Potential professional development and training opportunities including: CPR & 1st Aid, OSHA 10, curriculum development, career planning, volunteer management, & youth development.
- Child Care Allowance if qualify.
- Opportunity to live, travel, and serve in Central Oregon.

Skills and Abilities:

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Word, Excel, and Google Docs.
- Flexibility, patience, tolerance and willingness to learn new related skills.
- Experience in management and motivation of volunteers a plus.
- A basic understanding of Heart of Oregon YouthBuild and commitment to the mission of the organization.
- Committed to the concept of national service and to making a difference in the community.

Physical Requirements:

Light work: exerting 1-20 lbs of force occasionally. Repetitive motions-frequent use of upper and/or lower extremities in a repetitive motion to use computer and telephone. Ability to communicate in-person and via technology one-to-one and groups of all sizes.

Travel:

Position requires frequent local travel in HOC vehicles. Occasional overnight travel required. Occasional use of personal vehicle with mileage reimbursement required. Must not have any major traffic violations or citations

Supervision:

The Teacher's Aide AmeriCorps member reports to Kara Johnson, Program Director.

- This position **has recurring access** to vulnerable populations. Please note: *Vulnerable populations* include service recipients 17 years of age and younger, persons age 60 and older, and people with disabilities. *Recurring access* means having or expecting to have access more than once. Recurring access is typically a regular, scheduled, and anticipated component of a person's service activities.

Notice of Civil Rights:

A person, including a member, a community beneficiary, a service recipient, or program staff, may not, on the grounds of race, color, national origin, sex, orientation, age, political affiliation, disability, or, in most cases, religion (except as noted below) be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance.

If you believe that you or others have been discriminated against, or if you want more information, contact YouthBuild USA in Somerville, MA at americorps@youthbuild.org.

Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.