

## Open Position: AmeriCorps Community Educator with Teton Literacy Center

**Year Long AmeriCorps Volunteer Position: Monday- Thursday, 10 hour days**

**Dates of Service: May 23<sup>rd</sup>, 2019- May 31<sup>st</sup>, 2020**

**Benefits:** Monthly stipend of up to \$1300, for a maximum total of \$15,000 over the course of service; Combined Segal Education Award of \$2,321 and \$4,266.50 upon successful completion of service (approved for fiscal year 2019, award amounts can change); Room and Board at Teton Science School; Loan deferment through AmeriCorps; Extensive embedded professional development from Teton Literacy Center and Teton Science Schools.

**Location:** Jackson, WY

**Reports to:** Program Manager

### Education and Experience

**Required:** Must be a US Citizen, US National, or lawful permanent resident of the United States; Bachelor's Degree or higher; 21 years of age with a valid driver's license; Have current CPR and AED for Adult and Child and First Aid certification that is valid through May 31<sup>st</sup> 2019 (no online certification); experience working with groups of children in a classroom or professional out-of-school time setting; excellent oral and written communication skills in English

**Preferred:** Demonstrable experience leading complex projects to success; experience building collaborations or successfully organizing working partnerships with various stakeholders; background in teaching and lesson planning programs in reading, writing and math; background with K-8<sup>th</sup> grade students; tutoring experience; volunteer management experience; experience with literacy programs; excellent oral and written communication skills in Spanish

**Transportation:** Independent means of transportation from Teton Science Schools to Teton Literacy Center strongly encouraged.

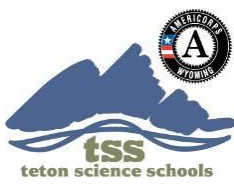
### Position Overview

AmeriCorps Community Educators with Teton Literacy Center (TLC) plan, teach, develop curriculum, and manage resources in **TLC most visible and critical community activities**. This position is responsible for working with TLC staff to develop and deliver literacy programming to serve students, preK-12<sup>th</sup> grade, and their parents. Success requires a commitment to high-functioning communication within and across all areas of the organization including afterschool and family literacy programs, operations, reporting and data, and community outreach and collaboration.

AmeriCorps Community Educators with TLC have a passion for working with children, education and service and an ability and willingness to take initiative, solve problems and multi-task effectively and with humor. They have the ability to facilitate both large and small groups of children in Pre-k through 12<sup>th</sup> grade and the willingness to learn and grow alongside TLC families. This position requires the ability to work both independently and cooperatively with attention to detail and ability to meet deadlines.

### The Purpose of the Position:

To develop and deliver literacy programming to meet the needs of students in prekindergarten through 12<sup>th</sup> grade and their parents in the TLC community.



## **Essential Responsibilities:**

### **Programmatic Instruction**

- Instruct school year and summer literacy programs for students in Pre-k through 12<sup>th</sup> grade and their parents through student-centered and project based instruction and ensure participants' safety at all times.
- Provide programming for family literacy programs including Family Literacy Nights, Family Literacy Field Trips, and Late Night Literacy.
- Develop high quality curriculum and daily lesson plans aligned with TLC standards and program goals through embedded training and professional development.
- Apply national and TLC best practices for classroom management to maximize student engagement and success while instructing small and large groups of students.
- Coordinate, build and maintain community partnerships to create literacy based programming.
- Conduct parent, volunteer and teacher check-ins to support the personalized instruction of every family within TLC teams.

### **Programmatic Support**

- Enhance content area and student interest area connection to literacy skills in curriculum development and lesson planning.
- Develop curriculum material and systems in order to increase effectiveness of future programming.
- Support in the planning and implementation of fundraising events.
- Develop and independent capacity building project to sustain the AmeriCorps impact on TLC after the position ends.
- Develop an independent capacity building project outside of TLC to sustain the AmeriCorps impact on the larger Jackson Community.
- Share management of TLC and offsite spaces, including cleaning, maintenance, updates, and organization.

### **Professional Development**

- Attend trainings at Teton Science School in accordance with AmeriCorps duties.
- Attend initial and ongoing trainings in literacy education, classroom management and education best practices with TLC.
- Participate in a monthly TLC small group learning community.
- Participate in quarterly professional development sessions with TLC and the University of Wyoming.

**Perform other duties as assigned by the Program Manager or Executive Director.**

**Hiring Timeline:** Rolling interviews until filled

**Apply: Email a cover letter and resume to Kristin Livingstone, [kristin@tetonliteracy.org](mailto:kristin@tetonliteracy.org) with the subject heading "AmeriCorps Community Educator with Teton Literacy Center."**