Open Position: AmeriCorps Community Educator with Teton Literacy Center

Year-Long AmeriCorps Volunteer Position: Monday- Thursday, 8-6 pm or 9-7 pm

**Dates of Service:** May 26th 2022- June 10th 2023

**Benefits:**
Combined Segal Education Award of $3,247.50 and $4,546.50 upon successful completion of service (approved for fiscal year 2022, 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. Monthly Stipend of $1200.

**Location:** Jackson, WY

**Reports to:** Program Manager

**Education and Experience**

**Required:** 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 June 10th 2023; experience working with groups of children in a classroom or professional out-of-school time setting; excellent oral and written communication skills in English; must be a US Citizen, US National, or lawful permanent resident of the United States.

**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-8th 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’s 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 through 12th 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, multi-task effectively and with humor. They have the ability to facilitate both large and small groups of children in Pre-k through 12th 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.

Work Schedule- Monday- Thursday 8 am- 6 pm, with occasional events outside of those hours.
The Purpose of the Position:
To develop and deliver literacy programming to meet the needs of students in Pre-K through 12th grade, and their parents, in the TLC community.

Essential Responsibilities:

Programmatic Instruction

- **Instruct school year, summer SOAR program and STEAM programs** for students in Pre-k through 12th grade, and their parents, in our out-of-school time setting through student-centered and project-based instruction while always ensuring participants’ safety. Instruction may include, but is not limited to, afterschool clubs, summer programs, literacy small groups, kindergarten prep programs, pre-k programs and family literacy workshops.
- Provide programming for family literacy programs including Family Literacy Nights and Family Literacy Field Trips.
- **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.

Programmatic Support

- Enhance content area and student interest connection to literacy skills in curriculum development and lesson planning.
- Develop curriculum material and systems to increase effectiveness of future programming.
- Support in the planning and implementation of fundraising events.
- Develop an 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 best educational practices with TLC.
- Participate in a monthly TLC professional development learning community.

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

Hiring Timeline: Rolling interviews until position is filled. We hope to have position filled by April 15, 2022.

Apply: Online at [http://www.tetonliteracy.org/employment-opportunities.html](http://www.tetonliteracy.org/employment-opportunities.html). Email any questions to hiring@tetonliteracy.org with the subject heading “AmeriCorps Community Educator with Teton Literacy Center.”