



AmeriCorps Position Description

AmeriCorps of Chelan-Douglas Community Action Council 620 Lewis St. Wenatchee, WA 98801 Kristi Hills – Program Director Liz Drath- Program Coordinator lizd@cdcac.org (509) 662-6156 ext. 248 cdcac.org	Host Site Information Literacy Council and Asset Building - CDCAC 620 Lewis St. Wenatchee, WA 98801 (509) 662-6156 Literacy Council and Asset Building
---	--

Position serves vulnerable populations? ☒ **Yes** ☐ **No**

Position Title: Literacy Council Volunteer and Student Support Coordinator/ Asset Building Coordinator

Hour Commitment: Part-time- 900 hours in 9 months

	<i>Sunday</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
<i>Start Time</i>		1:30 PM	1:30 PM	1:30 PM	1:30 PM	varies	
<i>Break (30 min)</i>		4:30 PM	4:30PM	4:30 PM	4:30 PM	varies	
<i>Exit Time</i>		7:00 PM	7:00 PM	7:00 PM	7:00 PM	varies	

Program Description:

The mission of Chelan-Douglas Community Action Council is to connect low- to moderate- income residents to resources, which create opportunities to reach and maintain self-sufficiency. Our purpose is to facilitate federal, state, and local resources and engage local communities and businesses in meeting the needs and interests of the economically disadvantaged.

The mission of the Literacy Council of Chelan and Douglas Counties is to actively promote literacy awareness in our community and provide direct tutoring instruction in reading, writing, listening, speaking, and life skills to motivated adult learners in Chelan and Douglas Counties.

The Asset Building program offers free tax preparation and financial literacy classes to aid community members in building and managing assets.

Position Description:

The part-time direct service AmeriCorps member serving Chelan-Douglas Community Action Council (CDCAC)-Literacy Council and Asset Building will have a deep investment in adult learning and will commit to the Literacy Council mission (to actively promote literacy awareness in our community and provide direct tutoring instruction in reading, writing, listening, speaking, and life skills to motivated adult learners in Chelan and Douglas Counties). The member will also attend new tutor training, subsequent tutor workshops, training in student testing, and all professional development training scheduled by the director.

With the Literacy Council program, the member will support both students and tutors in all phases of involvement, from outreach and recruitment to class formation and testing. The member will also teach an ESL class three hours per week.

Responsibilities and Related Tasks:

- *Routinely refer to Member Service Agreement requirements*
- *Ability to serve at project site location and time specified in this position description*
- Collect and report data as directed by the Performance Measure.
- With the Literacy Council program:
 - Form new classes between students and volunteer tutors and contact students with details on starting their class
 - Provide technical support to students on using Zoom or other video platforms for class
 - Develop digital student and tutor outreach materials and assist with new student and tutor outreach
 - Assist with new student intake
 - Administer assessments, pre-tests, and post-tests
 - Monitor which students are nearing eligibility for post testing
 - Develop and administer monthly student feedback surveys
 - Update student files as needed
 - Maintain and update independent study resources (both print and online)
 - Teach one ESL class, 90 minutes, twice/per week
 - Maintain and update volunteer opportunity postings, focusing both locally and nationwide
 - Assist with tutor training
 - Assist with volunteer recognition
 - Develop student motivation and retention strategies suitable for an online environment
 - Coach students for video testimonies and record
- With the Asset Building program:
 - Develop and maintain financial literacy materials and a curriculum to be shared with members of Chelan and Douglas counties.
 - Register participants, administer assessments and help them identify goals in relation to finances, help individuals overcome barriers to financial security such as opening a bank account, work with community members one on one, provide independent learning tools, and teach in a classroom setting.
 - Update student files as needed
 - Maintain and update independent study resources (both print and online)
 - Promote the program in the community
 - Coordinate and facilitate financial literacy classes with host sites, using financial literacy curriculum.

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement

- Collect data to measure financial literacy
- Assist individuals and households with WFTC digital applications.

Required Qualifications:

- Approach participants, co-workers, and self with a sense of curiosity and openness.
- Recognize that this is a learning and growth-minded program – we all have things to learn and we all have things to teach.
- Listen well and provide care and support while inspiring participation and learning.
- Strong oral and written skills.
- Strong relationship-building skills
- Able to adapt to change quickly, innovate, and multi-task
- Able to work as a team in shared office space
- Able to work independently when necessary
- Able to regain focus after interruptions
- Punctual
- Strong oral and written skills in English, including a high level of professionalism in email and phone communication
- Sufficient knowledge of Spanish to make simple phone calls, set expectations, provide basic technical support, and provide encouragement
- Welcoming to adults with limited English
- Accurate in recording data and familiar with Excel

Desired Qualifications:

- Write in Spanish with accuracy

Training Requirements (provided by program):

- Criminal Background check & fingerprints (results satisfactory)
- Literacy Council tutor training, CASAS testing system implementation training

I have reviewed the above Position Description Form. I accept the Essential Member Functions and Responsibilities. I understand that all 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

Date

Program Director Signature

Date

All positions will abide by AmeriCorps Prohibited Activities as in the Member Service Agreement