



AmeriCorps Position Description

Chelan-Douglas Community Action Council
AmeriCorps Program
1700 N. Wenatchee Avenue
Wenatchee, WA 98801

Liz Drath-Primary Site Supervisor
lizd@cdcac.org/ (509) 662-6156 ext. 248

Position Title: Literacy Program Specialist

Days/Hours of Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Beginning Time		7:30 am	7:30 am	7:30 am	7:30 am		
Ending Time		5:30 pm	5:30 pm	5:30 pm	5:30 pm		
Length of lunch break (30 or 60 minutes)		1 hour	1 hour	1 hour	1 hour		

*Some evenings and weekend availability required to support the needs of the CDCAC Literacy Program

Program/Site Description:

The Literacy Program Specialist at Chelan-Douglas Community Action Council (CDCAC) will have a deep investment in adult learning and will commit to the Literacy Program 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 Literacy Program Specialist will attend new tutor training, subsequent tutor workshops, student testing training, and all scheduled professional development. With the Literacy Program, the AmeriCorps member will support both students and tutors in all phases of involvement, from outreach and recruitment to class formation and testing.

Mission: To end poverty by empowering people and changing lives

Service Location Description:

Indoor shared office space primarily with opportunities to participate in outreach in the communities of Chelan and Douglas Counties

Responsibilities and Related Tasks:

- Form new classes between students and CDCAC volunteer tutors, including communicating details with classes
- Provide technical support as needed to students on using Zoom for class
- Assist with new student intake
- Administer assessments, including pre-test and post-tests
- Monitor which students are nearing eligibility for post-test
- Develop and administer a monthly student feedback survey
- Maintain electronic student files
- Maintain and update independent study resources-both print and online
- Teach a minimum of two ESL classes per week, 90 minutes twice per week
- Maintain and update volunteer opportunity postings
- Provide tutor training to CDCAC volunteer tutors
- Assist with CDCAC volunteer and student recognition
- Research, develop, and implement student motivation and retention strategies
- Participate in recruitment activities for ESL students and CDCAC volunteer tutors

Required Qualifications:

- Volunteer service mindset and attitude
- 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 relationship-building skills
- Ability to serve in a work environment, including shared office space
- Ability to work independently when necessary
- Ability to adapt to change quickly, innovate, and ability to multi-task
- Ability to regain focus after interruptions
- Punctual
- Time management skills
- Strong oral and written skills in English, including a high level of professionalism in written e-mail and phone correspondence
- Strong relationship-building skills

Desired Qualifications:

- Some College experience
- Volunteer experience
- Self-motivated
- Willingness to help others
- Experience in recruiting, motivating, and supporting volunteers
- Communication in the English language, written and verbal
- Basic Spanish language skills

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



Reference the Member Service Agreement (MSA) for a comprehensive listing, including prohibited activities.

AmeriCorps Member Signature

Date

Primary Site Supervisor Signature

Date

AmeriCorps Director Signature

Date

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