



LITERACY CONNECTS
Reading Seed Intensive
Reading Coach & Program Assistant
300 Hour Position
Approximately 10 hours/week
Service Location: Tucson, AZ
Service Dates: September 5, 2017 - May 25, 2018



CONTACT: 520-230-2155 or americorps@arizonaserve.org

I. ORGANIZATIONAL PURPOSE AND BACKGROUND

The Literacy Connects Intensive Project provides research- and evidence-based literacy programs in a new way through a continuum of services built both within a partner school and throughout its surrounding community. Literacy Connects and its project partners address critical needs such as kindergarten readiness, reading at grade level by third grade, English language acquisition, one-on-one literacy support and opportunities for learning through creative expression and arts integration. Children, adults, and families receive remedial and enrichment services targeted to meet their individual needs.

II. PROJECT FOCUS AREAS AND ACTIVITIES

Literacy Connects Intensive Project has a position for one 300-hour AmeriCorps Member to serve as a reading coach and program assistant at Los Niños Elementary School. This position entails an average of 10 hours/week of service for 9 months (September – May).

Coaching Activities

- Coach a minimum of 2 Reading Seed Intensive students and/or Reading Seed Traditional students at the Literacy Connects Intensive Project school for duration of school year
- Work closely with Reading Seed Intensive Program Coordinator to implement and maintain RSI coaching program throughout school year; maintain book and game resources; provide coverage for absent coaches

Program Assistance

- Collect and enter data related to Literacy Connects Intensive Project activities (as needed by program)
- Maintain photographic archive of Literacy Connects Intensive Project activities at the school, such as the Magic Box performance, Story Share, RSI coaching, and Family Reading Night events
- Create flyers, make copies of feedback forms, sign ins, etc as needed
- Other related activities as needed by programs or of interest to AmeriCorps member
- Assist in planning and implementation of Family Reading Nights each semester at each Literacy Connects Intensive Project school

Training will available and encouraged through:

- Reading Seed (required)
- English Language Acquisition for Adults (optional)
- Adult Basic Literacy (optional)
- Stories That Soar! (optional)
- Other sources (if needed)

III. Requirements and Benefits

A. **Education, Skills and Abilities**

Minimum qualifications:

- At minimum, high school graduate level skills in math, reading and writing
- Dependable with excellent customer service and time management skills
- Clear, concise verbal and written communication and comprehension
- Ability to successfully work independently and as part of team
- Familiar with Microsoft Office programs (Word, Excel, and Publisher). Experience using Google Docs a plus.
- Knowledge of Spanish preferred
- Clearance of electronic background check and fingerprinting through DPS
- Passion for education, social service and non-profit work is a huge plus!
- Ability to lift and carry up to 30 pounds
- Must be US citizen or permanent resident

B. **AmeriCorps State Member Benefits** (Part-time)

- Upon completion of service, part-time (300 hour) AmeriCorps members receive a \$1200.00 education award that can be applied to educational costs or student loans
- Members participate in monthly trainings that qualify them for a Certificate in Civic Leadership from Prescott College and 4 college credits
- Team support and coaching

Arizona Serve is committed to diversity in the workplace. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

To apply for this position, please download the AmeriCorps State application: [HERE](#)

This application is a fillable PDF file. Save and submit your completed application electronically to: americorps@arizonaserve.org