



TRUE NORTH AMERICORPS MEMBER POSITION DESCRIPTION

Position Title: Elementary Math/Reading Tutor

Program Office: 28 East Village View Dr., Duluth, MN 55805

Service Location(s): Varies. Sites throughout Duluth and St. Louis, Lake, and Cook Counties

Service START Date: August 24, 2017 (Tentative)

Service END Date: August 15, 2018

Hours of Service: Varies. 7AM – 8PM, M – F (Final schedule is determined by site)

POSITION SUMMARY

Provide math and/or reading support to struggling students in grades K-5 during the school day. Improve student engagement through afterschool enrichment activities such as homework time and academic clubs. Increase the number of significant, caring adult relationships experienced by youth participants.

ESSENTIAL FUNCTIONS

- Plan and deliver math and/or reading interventions during the school day
- Work one-on-one or in small groups to improve students' academic success
- Track student participation in interventions and monitor academic progress
- Coordinate and deliver afterschool and summer academic enrichment activities
- Facilitate a youth-led service learning project during Global Youth Service Day in April
- Recruit, screen, and train volunteers to increase program capacity to serve youth
- Document volunteer impacts and hours
- Assist supervisor(s) to keep program records and evaluate program outcomes, making changes as needed based on evaluation data
- Attend all True North required trainings and submit reporting data by program deadlines

QUALIFICATIONS

Required

- Must be at least 18 years old at the start of the service term
- U.S. citizen or U.S. National or have status as a Lawful Permanent Resident Alien
- Verify that his/she has high school diploma or GED equivalent
- *Please note:* final candidates will be required to successfully pass a FBI background check before being officially enrolled in AmeriCorps by True North AmeriCorps

Required

- Volunteer experience or desire to develop a strong ethic of service
- Experience working with youth and youth programs
- Strong written and oral communication skills
- Possess basic computer skills
- Pass a reading and/or math test correlated to the highest grade level to be served
- Self-motivated, able to work independently without daily supervision and take initiative
- Able to present oneself in a highly professional manner and represent True North and National Service

Preferred

- 2- or 4-year degree in youth development, education, human services, or related field
- Demonstrate awareness and acceptance of cultural differences
- Knowledge/understanding of the impact of class and race on behavior, attitudes, and values
- Experience working collaboratively with youth and adults
- Initiative to plan and follow through with projects/programs
- Able to work independently without much direction as well as on teams

TYPICAL WORK ENVIRONMENT

- Noisy with many youth demanding attention in a classroom or large program space
- Work setting may include a combination of inside computer / planning work in a shared office or cubicle and outside program facilitation in all weather conditions

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

The Duluth Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees, applicants for employment, and applicants for AmeriCorps service without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. Reasonable accommodations provided upon request. This document is available in alternative formats.