

GED Tutoring Coordinator (Full-Time AmeriCorps Position)

Make a difference and gain professional experience! SE Works is looking for a creative and resourceful individual to serve as the GED Tutoring Coordinator for our youth General Education Development (GED) program. The preferred candidate will have experience working with youth in an educational setting, strong organizational abilities, excellent interpersonal communication skills, and the ability to work a flexible schedule (including evenings). This is a full-time AmeriCorps position with the Oregon State Service Corps (OSSC), and the individual will provide 1700 hours of service over an 11-month period. Learn more about AmeriCorps at www.americorps.org.

Summary of Position:

The GED Tutoring Coordinator oversees a volunteer tutor program. Approximately half of the service hours will be volunteer coordination, which includes recruiting, training, and supporting volunteers for the youth General Education Development (GED) program. In addition, the member will spend half the service hours tutoring youth in reading, writing, math, social studies, science, and foundational academic skills.

Essential Responsibilities:

- 1) Recruit, train, and support volunteers to provide tutoring to youth.
- 2) Tutor youth in basic skills including reading, writing, math, social studies, and science.
- 3) Develop and coordinate foundational skills workshops.
- 4) Use databases to track volunteer and student information and participation in activities.
- 5) Provide additional support to tutors and students, as necessary.
- 6) Continually refine intake and tracking processes for volunteers and students
- 7) Organize quarterly information and training sessions for volunteers.
- 8) Collaborate with other SE Works volunteer coordinators for overall volunteer program needs.
- 9) Attend monthly staff and volunteer coordinator meetings, as well as weekly supervision meetings.
- 10) Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
- 11) Attend OSSC/AmeriCorps sponsored orientations, trainings, meetings and disaster response.

Requirements:

- 1) Must be at least 18 years of age.
- 2) U.S. citizen, national or lawful permanent resident.
- 3) Possession of a high school diploma or equivalent, or commit to earning one prior to completion of service.
- 4) Ability to commit to the full term of service for which they are applying.
- 5) Submit to a criminal history background check.

Preferred Qualifications:

- 1) An independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- 2) Experience working with youth in an educational setting is preferred.
- 3) Interest in recruiting and supporting volunteers.
- 4) Strong organizational and interpersonal communication skills.
- 5) Willingness to work a flexible schedule, including some evenings.
- 6) A Bachelors degree is preferred.

Benefits:

- 1) The member will receive a living allowance of up to \$11, 800; members complete 1700 hours of service within 11 months.
- 2) Health care coverage
- 3) Child care assistance (if eligible)
- 4) Upon successful completion of a term of service, eligible members will receive an education award of \$5350. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- 5) Loan forbearance (after successful completion of a term of service, a portion of the accrued interest on qualified loans will be re-paid).
- 6) Professional development and training opportunities

How to Apply

E-mail your cover letter and resume to eeslinger@seworks.org. Application deadline is **Wednesday, July 14** at 12 p.m.