



AmeriCorps Member Service Description for 2024 – 25 Program Year

Please complete one form per each member position your agency is requesting to host. Please ensure that ALL sections of the Member Service Description are COMPLETELY filled out.

AmeriCorps Member Name:	
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(Leave blank – to be filled by ACCESS staff only)

SECTION I

Agency Name:	Reading Connections, Inc.	County Agency Located in:	Guilford
Position Title:	ESOL Instructor/Tutor Supporter	Service Term:	9/10/2024 – 08/31/2025
State the Main Purpose of the position to be filled by the AmeriCorps member:			
To support immigrants and refugees receiving adult and family services at Reading Connections, an adult literacy organization serving Guilford County and surrounding areas. Main programs serving immigrants and refugees include English for Speakers of Other Languages (ESOL), GED preparation, Career Pathways (including Integrated Education and Training), and Family Literacy (serving parents and children). Core member activities will contribute to student intake, assessment, instruction, tutor recruitment and support, and continued student support services.			
Physical Service Location:	415 N Edgeworth St., Suite #130	Greensboro	NC 27401
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
Agency Mailing Address:	415 N Edgeworth St., Suite #130	Greensboro	NC 27401
	<i>Street Address</i>	<i>City</i>	<i>Zip Code</i>
Agency Phone Assigned to Member:	336-230-2223		
	<i>Phone</i>	<i>Extension</i>	<i>Fax</i>
AmeriCorps Member's Supervisor:	Shelby Joyce	ESOL Program Coordinator	
	<i>Name</i>	<i>Title</i>	
	sjoyce@readingconnections.org	336-230-2223	
	<i>E-mail address</i>	<i>Phone (& extension)</i>	

SECTION II

Please CHECK the type of position to be filled by the AmeriCorps member:	
<input checked="" type="checkbox"/> FT (1700 hours)	<input type="checkbox"/> PT (900 hours)
Will the member serving in this position be required to provide transportation?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>Will the member be required to use their own vehicle?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will the member receive travel reimbursement (if using personal vehicle)?</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<i>NOTE: If transportation is required, the applicant must: 1) Have a valid driver license; 2) Have reliable transportation; 3) Have valid auto insurance throughout the service term; and 4) Have a good driving record (no DWI arrest, no reckless driving records within last 5 years).</i>	
Language Requirement: Is the member required to be bilingual?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<i>If so, what language(s) is/are required?</i>	
Does this AmeriCorps position displace a staff position at your agency?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Member's weekly schedule: (i.e. Monday 9:30am – 2pm, Wednesday 1pm – 5pm, and Friday 9am – 5pm).

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday & Sunday
9:00 - 5:00	12:00 - 8:00	9:00 - 5:00	12:00 - 8:00	9:00 - 5:00	<u>Occasionally</u>

Requirements/Qualifications: To participate in the AmeriCorps ACCESS Project, applicants must: 1) be at least 18 years old; 2) have a High School Diploma or GED; 3) be proficient in English (spoken/written); 4) have computer skills; 5) agree to undergo criminal history background checks including National Sex Offender Registry search, State criminal check, and FBI check. Applicants applying for a position involving transporting community members must agree to have their driving record checked.

Additional Requirements/Qualifications by Service Site:

- Excellent verbal and written communication skills
- Willingness and ability to conduct effective group presentations
- Ability to work with diverse groups and individuals, including immigrants and refugees, individuals with learning disabilities, and those with low literacy skills
- Digital literacy to accomplish duties and responsibilities (Zoom, Word, Excel, Google Suite, databases, etc.)

Equipment member is expected to use (copier, fax, etc.):

- Computer
- Telephone
- Fax
- Copier
- Classroom materials (whiteboard, markers, etc.)

Additional details about this position:

No additional details.

SECTION III

Essential functions are the fundamental job duties:

- meaning the position exists to perform the function;
- there is a limited number of employees among whom the performance of the function can be distributed;
- and/or the incumbent is hired for expertise or ability to perform the function due to its high specialization.

The Americans With Disabilities Act of 1990 (ADA) and associated Federal regulations protect qualified individuals with disabilities from discrimination in all areas of employment. To be considered qualified; an individual must be able to perform the essential functions of a position, with or without reasonable accommodation. It is important that the physical tasks associated with the essential functions be identified appropriately so that persons with disabilities can determine if any accommodation is necessary.

Please list the Essential Functions (primary job responsibilities) of the position. The Essential Functions are the duties that are fundamental and critical to the position and can only be carried out by the member.

- Assist in conducting orientations and assessments for adult literacy students, in-person and online
- Provide English for Speakers of Other Languages (ESOL) instruction in small group settings to adult literacy students
- Assist in recruiting volunteer tutors and adult literacy students
- Assist tutors who volunteer serving adult literacy students with instructional and student support best practices
- Provide student support, conduct conferences with students, and attend support meetings for goal settings and retention
- Create lesson plans and curricula for programs serving immigrants and refugees

Please list the <u>Marginal Functions</u> (secondary job responsibilities) of the position. The Marginal Functions are those activities that are seldom or intermittently performed by the member and can be carried out by others.
<ul style="list-style-type: none"> ● Enter data and student records into secure databases and file storage ● Provide student support through coaching sessions that address overcoming barriers to participation, and meeting personal and literacy goals ● Submit timely, accurate, and complete required reports ● Identify and attend other professional development training opportunities relevant to member service as assigned ● Assist with community outreach and recruitment planning, organization, and facilitation for tutors and students. This includes attending community events and fairs as needed for spreading awareness and volunteer recruitment. ● Actively participate in weekly check-ins with site supervisor, director, and in program team meetings.

The ACCESS Project and partner agency will not discriminate against a member on the basis of race, color, religious creed, ancestry, union membership, age, sex, sexual orientation, national origin, disability, nor political affiliation.

Please respond below about the essential functions for this position as they relate to General Physical Requirements, Physical Activities, Visual Acuity, and Working Conditions.

GENERAL PHYSICAL REQUIREMENTS: <i>Please check ONE description of <u>general physical requirements</u> for this position.</i>	<input type="checkbox"/> Sedentary work <input checked="" type="checkbox"/> Light work <input type="checkbox"/> Medium work <input type="checkbox"/> Heavy work <input type="checkbox"/> Very heavy work
PHYSICAL ACTIVITIES: <i>Please check ALL <u>physical activities</u> that apply to the <u>essential functions</u> of the position.</i>	<input type="checkbox"/> Climbing <input type="checkbox"/> Stooping <input type="checkbox"/> Kneeling <input checked="" type="checkbox"/> Crouching <input type="checkbox"/> Reaching <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Walking <input type="checkbox"/> Pushing <input type="checkbox"/> Pulling <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Fingering (typing) <input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Talking <input type="checkbox"/> Repetitive Motions <input type="checkbox"/> Other: _____
VISUAL ACUITY: <i>Please check <u>required visual activities</u>.</i>	<input checked="" type="checkbox"/> Computer work <input type="checkbox"/> Driving <input type="checkbox"/> Other: _____
WORKING CONDITIONS: <i>Please respond about the conditions the worker is subject to in performing the <u>essential functions</u> of the position.</i>	<input checked="" type="checkbox"/> The worker is NOT substantially exposed to adverse environmental conditions (such as a typical office environment). <input type="checkbox"/> Other: _____

SECTION IV

Fundraising Activities
<p>– All fundraising activities MUST BE PRE-APPROVED by the NC Commission.</p> <p>– ONLY 10% of member hours can be used towards fundraising activities for the partner agencies. Fundraising activities include:</p>
<ol style="list-style-type: none"> 1) Soliciting donation of goods (<i>clothes, food, school supplies, etc. to be utilized by clients</i>) 2) Soliciting monetary donations (<i>100% of proceeds must go to client related programming</i>) 3) Searching and writing non-federal grants to support program’s service activities. (<i>100 % of funds must benefit client related programming.</i>) 4) Planning and organizing fundraising events (car wash, benefit concerts, books, etc.) (<i>100% of ALL proceeds received from events must go to client related programming.</i>)

SECTION V

Expectations to be met by the AmeriCorps member (including Physical, Emotional, Intellectual demands): Be punctual to service site & ACCESS trainings; Complete & Submit monthly time sheets and other documentation by established deadlines; Maintain ongoing communication with site supervisor & ACCESS staff; Wear AmeriCorps gear (t-shirt, name tag and/or pin) to identify self as an AmeriCorps member always when in service; Attend and participate in AmeriCorps trainings, events, and service projects; Complete the minimum number of services hours and trainings required by the position; and any Service Site-Specific expectations outlined below:

- Attend and complete any assigned professional development and certification opportunities (e.g., Comprehensive Adult Student Assessment Systems proctor certification) as assigned
- Complete any additional background checks as required to participate in programming (e.g., Guilford County Schools background check for Family Literacy programming)
- Function as an active member of the program team
- Communicate program expectations and guidelines to students and tutors
- Immediately communicate any present, past, or prospective issues with programs, such as disruptive student behavior and/or absences, with your site supervisor

SECTION VI

Benefits Available: Please check applicable position.

Full-time with stipend (1700 hours)

1. Childcare service (must apply & be eligible)
2. Health insurance free of charge (if eligible)
3. Interpreter Training (for bilingual members)
4. Forbearance (Payment Waiver) for qualified outstanding student loans
5. Interest Accrual Payment
6. Up to \$7,395 Education Award upon successful completion of a service term
7. Up to \$25,000 Stipend (paid in monthly installments)
8. Mileage reimbursement at state rate per each training attended

Part-time with stipend (900 hours)

1. Interpreter Training (for bilingual members)
2. Forbearance (Payment Waiver) for qualified outstanding student loans
3. Interest Accrual Payment
4. Up to \$3,697.50 Education Award upon successful completion of a service term
5. Up to \$12,500 Stipend (paid in monthly installments)
6. Mileage reimbursement at state rate per each training attended

Certification: The activities outlined in the Position Description are within the scope of the approved grant and the operating site/sub-grantee that oversees the selected member(s) has member agreements that contain the required elements and are signed for all members serving at their site.

Khouan Rodriguez		
<i>AmeriCorps Program Director</i>	<i>AmeriCorps Program Director Signature</i>	<i>Date</i>