

NEW AMERICAN PATHWAYS



RISE AmeriCorps Service Description

Member Title: AmeriCorps Cuban Education Services Member

Schedule: Monday to Friday, 8 hours, approximately 10:00am to 6:00 pm. *Some weekends.*

AmeriCorps Program: Project RISE (Refugee and Immigrant Success through Education) is a collaborative AmeriCorps effort between New American Pathways and Fugees Family that focuses on educational services to address the significant literacy gap in the DeKalb County refugee community, among both youth and their parents. In RISE, 22 full-time and 2 part-time AmeriCorps members serving an 11-month service cycle will leverage an additional 800 community volunteers to support refugee and immigrant self-sufficiency by offering individualized direct service through education in core programs, including afterschool and summer academic programming, operating in multiple DeKalb County sites.

Sixteen full-time members will serve at the New American Pathways site. Eight members will serve at the Fugees Family site. All member activities include a focus on education and literacy, with most site members serving at least one-third of their time in out-of-school tutoring and mentoring programs at their assigned locations and two-thirds of their time delivering core program services in specific departments. All full-time members will complete a minimum of 1710 hours from September 2017 to July 2018.

Service Summary: Cuban Education Service Member

The Cuban Education Services member will provide basic orientation to Cuban immigrants, primarily those who are newly arrived to the United States. The member will help educate newly arrived Cubans in areas essential to successful integration in the United States. Orientation includes topics related to immigration status, access to public benefits, and other topics which will assist this population adjust to life in the United States. Additionally, the member will serve as a tutor in New American Pathways-supported afterschool and summer programs. The member will have recurring access to vulnerable populations.

General Responsibilities:

- Educate newly arrived Cubans on their eligibility for public benefits and assist them in accessing the available programs.
- Educate Cubans on their unique immigration process and assist them to access New American Pathways' immigration service program to navigate through initial stages.
- Provide orientation and referral to health services available for newly arrived Cubans.
- Screen Cuban clients for interest in New American Pathways' employment services department. Assist those who express interest in accessing New American Pathways' employment services.
- Assist classroom supervisor in tutoring and mentoring.
- Submit monthly reports measuring progress toward Project RISE goals.
- Attend trainings, events and meetings for the AmeriCorps Program, occasionally outside of regular service hours.

- Additionally, Project RISE members will periodically have the opportunity to learn about and serve in different departments within the agency. This will allow for a more extensive understanding of services extended to refugees, as well as enable members to develop a range of skills based in the environs of Volunteer Management, Refugee Education and Self-Sufficiency.

Skills/Competencies/Education/Experience:

Required

- Bachelor’s degree or higher.
- Sensitivity to people of all cultures, ethnicities, and religious backgrounds.
- Proficiency in the Spanish language.
- Strong communication and interpersonal skills.
- Organizational/time management skills, ability to prioritize with attention to detail.
- Flexibility and ability to problem solve.
- Proficiency in Microsoft Office Suite.
- Ability to be an active member of a team in a diverse, multicultural environment.

I acknowledge that I have received this AmeriCorps position description and understand that it is my responsibility to read and comply with the position duties as outlined. I have read, understand, and agree to all terms and conditions of the position description.

AmeriCorps Member Signature

Date

AmeriCorps Program Director Signature

Date

Site Supervisor_____

Location_____

New American Pathways is an Equal Opportunity Employer.