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English at Home (Digital) AmeriCorps Member

Description

AmeriCorps Program: **Project RISE** (Refugee and Immigrant Success through Education) is an AmeriCorps effort that focuses on educational services to address the significant literacy gap in the DeKalb County refugee community, among both youth and their parents. In Project RISE AmeriCorps Members will 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.

All member activities include a focus on education and literacy, with most site members serving half of their time in out-of-school tutoring and mentoring programs at their assigned locations and half of their time delivering core program services in specific departments. All full-time members will complete a minimum of 1700 hours from September 2023 to July 2024.

Service Summary: English at Home (Digital) AmeriCorps Member

The EaH (Digital) member will support the Forward Program as needed with duties specific to the English at Home program. The member will serve closely with the EaH (ESL) AmeriCorps member to arrange client-volunteer matches, schedule pre- and post-tests with clients and volunteers, administer tests to clients, and maintain client tracking spreadsheets. Particularly, the member will support clients with helping to bridge the digital gap, therefore providing clients the necessary tools to excel in today's workforce. The member will take ownership of all digital educational workshops for clients and will assist in training and offering program orientation to volunteer tutors. The member will also serve closely with the program manager to conduct research in order to update the digital literacy training curriculum and digital literacy topics within the EaH curriculum. This member will have recurring access to a highly diverse and vulnerable population.

Responsibilities

- Support English at Home Member in recruiting, training and matching volunteer tutors with refugee and immigrant clients as needed.
- Meet with clients and volunteers in the field and complete pre and post assessments.
- Coordinate interpreter services for rapid English at Home client/volunteer match making.
- Update client/volunteer matches in the English at Home Client Tracker
- Coordinate with Volunteer Engagement Member to provide orientation and Digital Inclusion training 2-3 times per month to new volunteers.
- Develop and facilitate computer literacy workshops to refugee and immigrant clients from beginning to advanced English proficiency.
- Identify technological deficiencies among clients and staff, assist with client technology access, and provide technical support for clients where needed.
- Research and distribute information to volunteers about Digital Inclusion training and resources for the EaH curriculum.
- Assist Forward Program Manager with maintaining accurate and up-to-date

Industry

Forward Program

Employment Type

AmeriCorps

Beginning of employment

September 2023

Duration of employment

11 months

program data.

- Assist Instructors in classroom supervision, mild student behavior correction, and occasionally leading/co-leading after school lessons/activities for K-5th students.
- 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.

Please Note: Members will be reimbursed for the service-related mileage.

Qualifications Required

- Sensitivity to people of all cultures, ethnicities, and religious backgrounds
- Ability to solve problems and develop effective solutions, especially collaboratively
- Aptitude for building relationships and making interpersonal connections
- Comfort speaking in front of groups and presenting information clearly and logically
- Computer competency in MS Windows, MS Word, MS Excel, PowerPoint and the internet
- Excellence in writing and oral communication
- Valid driver's license and access to a reliable vehicle
- Must be a U.S. Citizen or Permanent Resident

Preferred

- Bachelor's Degree or higher
- Teaching and tutoring experience
- Experience or background in Information Technology with good knowledge in online tools, computer skills and financial literacy
- Good customer service with experience in professional development – editing resumes and cover letters, familiarity with LinkedIn, interview coaching, etc.
- Fluency in one or more of the languages spoken by refugee clients

New American Pathways is an Equal Opportunity Employer. An official offer of the position is dependent on approval of grant funding by the Georgia Commission and the Corporation for National and Community Service. Afterschool schedules are dependent on programmatic funding and are subject to change.