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English at Home (ESL) AmeriCorps Member

Description

Schedule: Monday to Friday, 8 hours, approximately 9:30am to 5:30pm

Some service hours during weeknights and weekends required. Schedule may vary slightly dependent on afterschool program schedule.

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 RISE, 17 full-time AmeriCorps members serving an 11-month service cycle will leverage an additional 300 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.

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 (ESL) AmeriCorps Member

The English at Home (EaH) AmeriCorps member will work under the supervision of the ESL Coordinator to manage English instructional services such as orientations, intake, assessments, curriculum design, and material/resource collection. The EaH AmeriCorps member will collaborate with the Volunteer Coordinator to identify, onboard, and train dedicated volunteers who will teach clients either thru in-person or online instruction. This member will take ownership of all education workshops, manage the EaH Google drive where all instructional materials are stored, and work closely with the EaH Digital Inclusion AmeriCorps member to assist clients with digital literacy Instructional services. The member will have recurring access to vulnerable populations.

Responsibilities

- Liaise closely with the Volunteer Engagement member to recruit, train, and coordinate volunteer tutors who will regularly visit the clients' homes to provide English language tutoring and American cultural skills.
- Maintain the English at Home Google Drive and enter client information into excel spreadsheets and the Salesforce database.
- Update client/volunteer matches in the English at Home Client Tracker.
- Meet with clients and volunteers in the field and complete pre and post assessments.
- Coordinate with Volunteer Engagement Member to provide orientation and ESL training 2-3 times per month to new volunteers.
- Research and distribute information to volunteers about ESL training and

Industry

Forward

Employment Type

AmeriCorps

Beginning of employment

September 2023

Duration of employment

11 months

resources, including maintaining the EaH curriculum.

- Plan and organize volunteer tutoring development trainings, while also maintaining regular and supportive communication with the volunteers and systematically follow up to collect all required monthly reporting including volunteer hours and assessment submissions.
- Assist Forward Program Manager with maintaining accurate and up-to-date program data.
- Assist Instructors in classroom supervision, mild student behavior correction, and occasionally leading/co-leading after school lessons/activities for K-5th/6th-8th grade 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
- Dependable and committed to the safety, health, and well-being of refugee adults
- Ability to solve problems and develop effective solutions, especially collaboratively
- Aptitude for building relationships and making interpersonal connections
- Experience with education and teaching English as a Second Language
- Comfort speaking in front of groups and presenting information clearly and logically
- Computer Competency in MS Windows, MS Word, and MS Excel
- 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
- Experience with volunteer management and recruitment or experience with customer service
- 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.