

Adult Literacy Tutoring Program AmeriCorps Member

Placement Location: Waukegan Public Library

Part of the VOCAL (Volunteer Outreach for Community Action in Literacy) Program administered by the Literacy Volunteers of Illinois (LVI)

March 2018 – August 2018

Part-time, 12 hours per week

A previous member, Stephanye Vela, said about her experience, "Serving in AmeriCorps has been one of the best experiences of my life. I came to the Waukegan Public Library with the goal of helping my community and seeing it in a different perspective. It did more than that. I've had the opportunity to meet several people from my hometown and interact with them in a way I would not have been able to before serving in AmeriCorps. Being from Waukegan I understood just a fraction of the struggles many individuals face day-to-day, but literacy was not one of them. Volunteering with the Adult Literacy Tutoring Program opened my eyes to an issue that many take for granted. I'm grateful for the amazing opportunity I was given to give back to the place I hold dear in my heart. I've learned that positive contributions to society start at home and that we all hold the power to positively impact our communities, our nation, and the world."

The Waukegan Public Library's mission is to provide the path to empower and support learning and discovery.

The VOCAL AmeriCorps Members will support adult learners as they acquire the literacy skills needed to be able to maximize their potential and succeed in their family, work and community roles through direct service and support for volunteer Adult Literacy Tutors and Coaches.

Essential Duties and Responsibilities:

1. Serve as a one-to-one or small group tutor and/or coach for adults ages 17 and up by delivering instruction in basic Reading, Writing, Math or English-language skills and maintaining appropriate records.
2. Coordinate the program's Collections anthology of adult learners' writings by soliciting submissions and facilitating the sharing of these writings with tutors and learners.
3. Reorganize print resources to facilitate distribution to adult learners.
4. Assist in adult learner intake and assessment process including the delivery of standardized assessments for basic literacy, numeracy and English-language ability. Specific training and support will be provided.
5. Provide logistical support for events and meetings for volunteers and adult learners.
6. Fulfill VOCAL member cohort responsibilities including attending events and completing required reports.
7. Complete other tasks and duties as assigned.

Please send a cover letter and resume to janderson@waukeganpl.info.

Questions are welcome. [For more information about the VOCAL program, click here](#). For questions about the specific position at the Waukegan Public Library, please contact Josh Anderson, Adult Literacy Coordinator, at 847-775-2549 or janderson@waukeganpl.info.

Formal Training and Experience Provided to Member as Part of Position:

The flip side of the service you provide to your local community at your host site in the AmeriCorps VOCAL program is the personal and professional development opportunities the program provides to its members including tutor training through Literacy Works, participation in the VOCAL cohort with other service-minded individuals, and specific training and support at your service location.

Education and Experience

1. High school diploma required
2. Previous work or volunteer experience required

Skills

1. Commitment to service and making a difference in the community and lives of others
2. Good oral, written and interpersonal communication skills
3. Flexibility and a strong sense of team spirit
4. Interested in personal growth and developing new skills
5. Basic computer skills and confidence in learning to use new software programs
6. Experience in non-profit, education, adult education, or community development field a plus
7. Bilingual English/Spanish a plus

Working Conditions

- Flexible daytime hours
- Work in an office setting
- Able to travel offsite

Total Living Allowance: \$2,250, paid in installments every two weeks by LVI

Time Off: 1-2 weeks (As negotiated with WPL at start of service)

Benefits:

- Forbearance and interest payments for federal student loans available through the Corporation for National and Community Service
- \$1,230 Segal AmeriCorps Education Award for postsecondary tuition or loans on completion of service term

Reports to: Adult Literacy Coordinator, Education and Literacy Services Department

Reply by: ASAP

This description is for a volunteer position. It does not constitute a contract for employment. WPL is an equal opportunity employer.