



## AmeriCorps Tutors and Mentors Member Description Full Time/Part-Time

Position Title: Tutors and Mentors  
 Worksite: Central Consolidated Schools, K-12, San Juan County New Mexico.  
 Work Days: Monday – Friday (Possibly weekends).  
 Work Hours: 8:00am – 5:00pm

Term of Service: The AmeriCorps members term of service will be approximately 40 weeks in which 1,700 hours of service must be completed to be eligible for an educational award up to \$5,730 for full-time and \$2,865 for part-time. A service week generally spans Monday through Friday and a standard service day is 7 hours long for full-time and 4 hours long for part-time. Occasionally, there will be evening or weekend service opportunities. During their year of service, members will receive a total \$13,000 living stipend for full-time and \$3,000 living stipend for part-time. Living allowances will be paid bi-weekly.

Capacity Builders, Inc. StudyZone AmeriCorps 2015-2016

| <u>Status</u>                | <u>Living Stipend</u>  |
|------------------------------|--|
| Full time                    | \$13,000   |
| Half time                    | \$3,000  |
|                              | <u>Amount *must complete service to receive full scholarship award</u> |
| <u>Segal Education Award</u> |  |
| Full time completed hours    | \$5,730  |
| Half time completed hours    | \$2,865  |

Position Start Date/End Date: Anticipate late September/early October 2015 start date and the end date shall not extend beyond July 31, 2016.

Position Description: An AmeriCorps member is an individual who is serving in an approved national service position and is eligible to receive an educational award from the National Service Trust. Members of the Navajo Youth Builders Study Zone provide tutoring to students in grades K-12<sup>th</sup>, with the goal of improving student academic performance and promote career/college readiness. Each member will have direct contact with students. AmeriCorps members are responsible for coordinating and/or participating in community service learning projects for students enrolled in the program. Members are responsible for collaborating with teachers, school staff, families and students to ensure successful achievement of Navajo Youth Builders Study Zone goals and objectives. Specific Duties provide planning, consistent and systematic one-on-one and/or small group tutoring sessions and activities that build on the academic strengths of students in grades K-12<sup>th</sup>, and target their academic needs. Each member will have a focus list of approximately 20 students in need of math and/or English tutoring. Collaborate with teachers and other school personnel in pre-testing and identifying a population of students needing assistance. Maintain accurate records of student progress under the direction of program staff and school

personnel. Member must follow the high-quality, research-based tutoring curriculum of the local educational agency or with State academic content standards. Interact with school faculty and staff in developing a relationship of trust and encouragement for students. Provide after-school tutoring to students as directed by school personnel. Complete required number of community-based signature/service projects. Identify and help mobilize a database of non-AmeriCorps volunteers who will provide mentoring to students and/or who will help with community service projects. Complete service-learning training in First Aid/CPR training, diversity appreciation, citizenship, disability awareness and sensitivity training, and disaster preparedness and additional required training as required by the program or the local education agency. Attend monthly team meetings and in-service workshops in appropriate AmeriCorps attire. Complete and return service logs and reports in a timely manner as directed by the program staff.

Education Requirements: The member certifies that he/she is a high school graduate or has received his/her diploma or G.E.D.

Experience Requirements: The member must be a United States citizen, a national or legal permanent resident and at least 17 years of age. The member must receive a favorable background check through the NSOPW, NM Criminal History Registry, state of residence Criminal History Registry, to include a FDLE / FBI check based on fingerprinting. Members must have reliable transportation. Strong desire to serve and a desire to work with youth. Demonstrate mutual respect for diverse population and the ability to relate to people from diverse backgrounds. Excellent in communication and organization skills.

Apply now:

1. Register online: <https://my.americorps.gov>
2. Submit a Cover letter and Resume to:  
Capacity Builders, Inc.  
Anita Carpenter, Programmatic Grant Administrator  
418 West Broadway, Unit C  
Farmington, NM 87401  
Fax: 505-326-1698  
[www.capacitybuilders.info](http://www.capacitybuilders.info)