



**Open Position: AmeriCorps Community Educator with
Teton Literacy Center Year-Long AmeriCorps Volunteer Position:
Monday- Thursday, 8-6 pm or 9-7 pm**



Dates of Service: August 22, 2024-August 13, 2025

Benefits Overview: Monthly Stipend of \$1,600; Room and Board at Teton Science School; Combined Segal Education Award of \$5,176.50 and \$1,956.35 (for a combined total of \$7,132.85) upon successful completion of service (approved for fiscal year 2023-24, award amounts can change); Loan deferment through AmeriCorps; Extensive embedded professional development from Teton Literacy Center and Teton Science Schools.

Term overview: Two AmeriCorps terms 1200 and 450 hours. Hub Site: Teton Science School Host Site: Teton Literacy Center

Location: Jackson, WY

Reports to: Program Manager at Teton Literacy Center

Work schedule: Monday- Thursday 8:30 am- 6:30 pm, with occasional events outside of those hours.

Member Weekly Priorities

- Club instruction and curriculum development
- Lit Lab Instruction and curriculum development
- Family Engagement Support
- Volunteer management support
- Social Media and outreach support

Education and Experience

Required: Bachelor’s Degree or higher; 21 years of age with a valid driver’s license; have current CPR and AED for Adult and Child and First Aid certification that is valid through August 15th 2024; experience working with groups of children in a classroom or professional out-of-school time setting; excellent oral and written communication skills in English; must be a US Citizen, US National, or lawful permanent resident of the United States.

Preferred: Demonstrable experience leading complex projects to success; experience building collaborations or successfully organizing working partnerships with various stakeholders; background in teaching and lesson planning programs in reading, writing and math; background with preschool to 8th grade students; tutoring experience; volunteer management experience; experience with literacy programs; excellent oral and written communication skills in Spanish.

Transportation: Independent means of transportation from Teton Science Schools to Teton Literacy Center strongly encouraged.

Position Overview

AmeriCorps Community Educators with Teton Literacy Center (TLC) plan, teach, develop curriculum, and manage resources in **TLC’s most visible and critical community activities**. This position is responsible for working with TLC staff to develop and deliver literacy programming to serve students, PreK through 12th grade, and their parents. Success requires a commitment to high-functioning communication within and across all areas of the organization including after-school and family literacy programs, operations, reporting and data, and community outreach and collaboration.

AmeriCorps Community Educators with TLC have a passion for working with children, education and service and an ability and willingness to take initiative, solve problems, multi-task effectively and with humor. They have the ability to facilitate both large and small groups of children in Pre-k through 12th grade and the willingness to learn and grow alongside TLC families. This position requires the ability to work both independently and cooperatively with attention to detail and the ability to meet deadlines.

Timeline: Rolling interviews until position is filled. We hope to have the position filled by July 19th, 2024

Apply: Online at <http://www.tetonliteracy.org/employment-opportunities.html>. Email any questions to hireing@tetonliteracy.org with the subject heading “AmeriCorps Community Educator with Teton Literacy Center.”



The Purpose of the Position:

To develop and deliver literacy programming to meet the needs of students in Pre-K through 12th grade, and their parents, in the TLC community.

Essential Responsibilities:

Programmatic Instruction

- **Instruct school year, SUMMER, and STEAM programs** for students in Pre-k through 12th grade, and their parents, in our out-of-school time setting through student-centered and project-based instruction while always ensuring participants' safety. Instruction may include, but is not limited to, afterschool clubs, summer SOAR programs, literacy small groups, kindergarten prep programs, pre-k programs and family literacy workshops.
- Provide programming for family literacy programs including Family Literacy Nights and other TLC events.
- **Develop high quality curriculum and daily lesson plans** aligned with TLC standards and program goals through embedded training and professional development.
- Apply national and TLC best practices for classroom management to maximize student engagement and success while instructing small and large groups of students.
- Coordinate, build and maintain community partnerships to create literacy-based programming.

Programmatic Support

- Enhance content area and student interest connection to literacy skills in curriculum development and lesson planning.
- Develop curriculum material and systems to increase effectiveness of future programming.
- In collaboration with other staff, develop and implement family engagement support for students and families, including but not limited to book fairs, Imagination Library program, family events, community calendar and other family supports.
- Support in the planning and implementation of fundraising events, volunteer management efforts, and marketing/outreach components to help build the visibility of TLC. Support with social media outreach.
- **Develop an independent capacity building project outside of TLC to sustain AmeriCorps' impact on the larger Jackson Community.**
- Share management of TLC and offsite spaces, including cleaning, maintenance, updates, and organization.

Professional Development

- Attend training at Teton Science School in accordance with AmeriCorps duties.
- Attend initial and ongoing training in literacy education, classroom management and best educational practices with TLC.
- Participate in a monthly TLC professional development learning community.

Perform other duties as assigned by the Program Manager, Directors or Executive Director. Hiring

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