



**ATTACHMENT A:**  
**Position Description**  
**Teacher's Aide AmeriCorps Member/Full-time**

**PURPOSE AND SCOPE**

This is a full-time (average 70-80 hours/ two week pay period) position as an AmeriCorps member of Project REBUILD, Inc. / YouthBuild Canton. Teacher's Aide AmeriCorps members are responsible for assisting program teachers and staff in improving the literacy and numeracy skills of program participants as these participants study to achieve a GED/HSD, assisting participants with job readiness and job placement services, and providing support to participants around college readiness.

**DUTIES**

- Provide individual guidance to students working in Penn Foster High School.
- Provide small group facilitation of classroom activities to support skill acquisition in work readiness and soft skills lessons.
- Assist teachers with classroom activities
- Assist with job readiness training to all YouthBuild participants
- Provide guidance to all YouthBuild participants about possible careers and college placement
- Participate in Project REBUILD, Inc. / YouthBuild Canton, YouthBuild USA, and AmeriCorps training, service projects, and other activities
- Assist with the planning and/or implementation of a project on a designated national day of service such as September 11th National Day of Service & Remembrance, Make A Difference Day, Martin Luther King, Jr. Day; Global Youth Service Day and AmeriCorps Week
- Promote service learning within the classroom

**MINIMUM QUALIFICATIONS**

Must be at least 18 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US. Must adhere to the policies related to the Drug free Workplace Act.

**SKILLS AND ABILITIES REQUIRED**

- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Word and Excel.
- Flexibility, patience, tolerance and willingness to learn new related skills.
- Experience in management and motivation of volunteers a plus.
- A basic understanding of Project REBUILD, Inc. / YouthBuild Canton and commitment to the mission of the organization.
- Committed to the concept of national service and to making a difference in the community.

## **BENEFITS**

Teacher's Aide AmeriCorps members receive a living allowance of \$16,150.00 paid out bi-weekly over the term of service, and health insurance if they are not already covered. Members may also qualify for child care allowance.

Upon successful completion of service (defined as completion of at least 1700 hours within the one year term), members receive an education award of **\$5,920**. Other benefits include student loan deferment, professional training, valuable networking opportunities, serving with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.

We consider applicants without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. Reasonable accommodations are available on request.

## **SUPERVISION**

The Teacher's Aide AmeriCorps member reports to JOAN CLINE.

- *This position has recurring access to vulnerable populations*

**NOTICE OF CIVIL RIGHTS:** A person, including a member, a community beneficiary, a service recipient, or program staff, may not, on the grounds of race, color, national origin, sex, orientation, age, political affiliation, disability, or, in most cases, religion (except as noted below) be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination, directly or through contractual or other arrangements, under any program or activity receiving federal financial assistance.

If you believe that you or others have been discriminated against, or if you want more information, contact YouthBuild USA in Somerville, MA at [americorps@youthbuild.org](mailto:americorps@youthbuild.org).

***Every effort shall be made to grant reasonable accommodation for qualified people with disabilities to participate in this AmeriCorps program.***