

## AmeriCorps Position Description- Communities In Schools of Lake County

**Position Title:** Tutor/ Mentor

**Location:** East Chicago/Gary, Indiana

**Term: (Select one of the following)**

- 300 Hour Minimum time (September, January and May start)

**Supervisor:** Thomas Johnson: t.johnson@cisoflc.org

### About the role:

The AmeriCorps Member will participate in the learning experience of the students. The member will provide academic and/or social emotional support to small groups or individuals in need of intensive services and support withing the program.

### Responsibilities:

- Maintain accurate records of services provided to students
- Provide or seek others who can provide academic support across content areas to students in need of support
- Communicate with other school staff, parents, and students regarding progress or barriers to success for students.
- Attend required training
- Maintain student confidentiality
- Collaborate with classroom teachers to meet the needs of all students
- Proactively identify students in need of support
- Other duties to meet the academic and/or social-emotional needs of the students served.

### Candidate preferred qualification:

- Some college level course work preferred.
- Computer related skills and ability to serve using computer assisted learning software.
- Pass Drug Test. Pass Background/Fingerprint Clearance (if on file with school system, a copy must be provided to CISLC Administrative office).
- Ability to serve with staff and families from diverse backgrounds and experiences.
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Have the ability to serve in recreational and outdoor settings with youth of various ages.
- Knowledge in basic level and upper level math; and algebraic concepts.
- Previous experience serving adolescents in academic enrichment and recreational programs.



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