



POSITION SUMMARY

Title: VOCAL AmeriCorps Member

Reports to: Site Supervisor

Location: Various locations across Illinois

ABOUT LITERACY VOLUNTEERS OF ILLINOIS

Literacy Volunteers of Illinois (LVI) is a statewide organization committed to developing and supporting volunteer literacy programs that help families, adults, and out-of-school teens increase their literacy skills. LVI has been a leader in the national service movement and has placed over 900 national service members in 150 literacy programs throughout the state. LVI partners with community-based organization in areas across the state to expand their literacy programs and increase services being offered to low literate and limited English speaking adults and out-of-school teens.

WHAT YOU'LL DO

As VOCAL AmeriCorps member, your service will focus on adult literacy programs offered to low-literate and limited English speaking adults and out-of-school teens. As Literacy Specialists, AmeriCorps members serve as one-to-one and small group tutors, become involved with volunteer recruitment and retention activities, and assist their partner organization in obtaining resources that will benefit the adults and families they serve.

Primary responsibilities include:

- **Literacy Support**
 - Plan tutoring sessions and provide small group and one-to-one literacy tutoring to low literate and limited English speaking adults and out-of-school teens.
 - Conduct basic skills and literacy assessments for adult learners
 - Encourage and support adult learners by helping them develop confidence and a positive attitude about learning; Respecting them and involving them in decisions about the learning process
 - Select materials and approaches that are suitable for the adult learners' ability and needs
 - Track learner progress through regular assessments and submit reports.
- **Volunteer Recruitment**
 - Assist with volunteer management including orientations, logistics, and volunteer tracking
 - Work with Site Supervisor to ensure consistent, excellent volunteer experiences
 - Assist with volunteer data management and individual volunteer coordination
 - Recruit, schedule and coordinate individual volunteers
 - Assist with communication projects aimed at volunteers (social media, newsletter, content development, etc.)
 - Coordinate volunteer recognition activities.

OTHER RESPONSIBILITIES INCLUDE

- Engaging community members in education or social issues through member led themed events at their organization or sites across Chicago
- Attending Monthly trainings
- Participating in Days of Services
- Documenting your experience through videos and/or pictures

(over)

PROGRAM BENEFITS

- **Living stipend:** a bi-weekly stipend to support member's living expenses
- **Health insurance for full-time members:** premiums funded by LVI
- **Childcare assistance:** qualifying members will have assistance paid directly to child care providers for all or a part of the member's child care costs during their active time of service
- **End of service education award:** a lump sum of money that can be used on qualifying student loan payments and future educational costs
- **Loan forbearance:** While in service you are not required to make payments on qualifying student loans and can receive additional funds for any interest accrued during service
- **Professional and personal development plans:** Service members receive personal and cohort-wide trainings. Personal development involves creating a plan with supervisors tailored to individual member goals. Cohort-wide trainings have included Mental Health First Aid, Conflict Resolution, Resume and Interview Prep, Self-Care, and more.

ELIGIBILITY REQUIREMENTS

VOCAL AmeriCorps members are as diverse a group as the communities we serve. We're looking for you if you want to build yourself, give back and are ready to change the world.

Applicants must:

- Be at least 18
- Have completed at least two years of college; Bachelor's degree preferred
- Have good oral, written, and interpersonal communications skills
- Have experience in non-profit, education, adult education, or community development a field
- Agree to and pass a criminal background check
- Be able to begin VOCAL by September 2021
- Be a U.S. citizen or legal permanent resident
 - Authorization to work in the U.S. is not sufficient
 - Those with DACA status unfortunately are not eligible at this time

DIVERSITY IS OUR STRENGTH:

Diversity and Inclusiveness are core values at LVI, and we continuously strive to be a organization where everyone feels welcome and supported. It is the policy of LVI to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity, genetic information and/or any other protected characteristic under applicable law. Individuals from underrepresented groups are especially encouraged to apply.

ACCOMMODATION:

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made by LVI which may pose serious health or safety risks to the member or others, or which impose undue hardships on the organization.