

**VOCAL AmeriCorps
Literacy Volunteers of Illinois
Member Position Description**

Goal: Expand the volunteer base of community and faith-based volunteer literacy programs and increase services being offered to low literate and limited English-speaking adults and out-of-school teens in Illinois communities.

Representative tasks:

- serve as a one-to-one and/or small group tutor for adults and out-of-school teens;
- maintain records of tutoring sessions, including materials used, lessons reviewed, progress made;
- recruit and/or assist in recruiting at least 15 individuals to be volunteers tutors;
- may conduct one-to-one and group orientations for new volunteers;
- may conduct basic skills and literacy assessments for adult learners;
- may assist in the matching of tutors and students;
- may provide on-going communication and support to volunteers, i.e., organizing initial and in-service training and tutor exchanges, collecting data, etc. as requested;
- may plan and implement tutor recognition activities (newsletters, awards, events);
- prepare and submit monthly program reports and other reports as requested by the host site or VOCAL staff;
- attend monthly training sessions every first Friday of the month and quarterly member meetings (this will entail travel for downstate members);
- participate in Days of Service as required or requested;
- may assist with resource development activities and special events; and,
- may conduct initial and in-service tutor training; and,

Qualifications

- Two years of college minimum; Bachelor's preferred.
- Good oral, written and interpersonal communication skills.
- Flexibility and a strong sense of team spirit.
- Commitment to service and making a difference in the community and lives of others.
- Experience in non-profit, education, adult education, or community development field a plus
- Previous volunteer experience required.

Benefits

- Living Allowance of \$13,992, paid bi-weekly
- Education Award at End of Service of \$6,095
- Employer paid Health Insurance (100%)

Location - Various sites in the metro Chicago area.