

HAWAII LITERACY JOB DESCRIPTION

POSITION TITLE:

Family Literacy Youth and Tutoring Assistant

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The Family Literacy Youth and Tutoring Assistant will assist the Family Literacy Program staff with literacy activities at free community libraries on-site at Mayor Wright Homes or Kuhio Park, to support greater school success for youth. The Youth Program & Tutoring Assistant will have three main responsibilities: 1) deliver high quality youth literacy activities in public housing that help children living become better readers and do well in school; 2) work with Family Literacy Library staff to support volunteer literacy tutors and peer tutors for children who are struggling to read on grade level, and 3) create a safe, fun, welcoming, and effective learning and library environment for both adults and youth that helps to build school readiness, success and greater literacy skills. Daily activities include story times, homework help, technology labs, learning activities, and book lending. This position is part-time, up to 19 hours per week, with possible future growth. MUST be available during all program hours listed below.

WORK HOURS:

Tuesday	1:00pm to 5:30pm
Wednesday	12:30pm to 5:30pm
Thursday	1:00pm to 5:30pm
Saturday	9:00am – 12:00noon (1 or 2 per month, maximum)

Total up to 19.5 hours a week to start, remaining hours for planning and training activities. Position is new and schedule may change with program needs.

POSITION RESPONSIBILITIES:

- Deliver organized, high-quality, and fun activities that increase literacy skills for pre-K and school age youth, who may read below grade level and/or who come from non-English speaking homes.
- Select and read age-appropriate books with youth and supervise and guide computer and e-reader use
- Provide tutoring and homework help as needed, and guide volunteer tutors in their daily work with youth
- Offer special parent and child activities for families living in public housing which help to build specific school support and literacy skills
- Maintain accurate registration forms and assist in collecting program data
- Oversee the safety and well-being of children while they attend the program
- Assist with the general operation and maintenance of the Libraries, including organization, cleaning up, and providing snacks
- Attend regular staff meetings and occasional community meetings or events
- Assist in developing and coordinating program activities between staff and sites
- Any other tasks reasonably required by Program Manager & Director

WE ARE LOOKING FOR:

- A person with strong desire to help children and families with limited opportunity become stronger readers and students, and be successful in their futures
- Experience with children in an educational or developmental setting is required
- Experience with family literacy and parent involvement in education is desired
- Strong reading, writing, and English ability and the ability to teach and model reading is required
- Past work or experience with families from Hawai'i's diverse cultures and backgrounds required. Experience working with ELL families and children desired.
- Ability to support and guide volunteers from many backgrounds desirable
- College degree or college level work preferred. Your strong, related experience and community knowledge is also highly valued
- Good computer skills and ability to use Excel databases, maintain files, and create accurate and well written letters, emails, and program summaries required
- Good personal and communication skills, someone who can work well as part of team and is willing to help co-workers and volunteers as needed
- Bi-lingual candidates are especially encouraged to apply. Fluency or knowledge of languages common in Hawai'i (Hawaiian, Samoan, Chuukese, Marshalese, Tagalog, Chamorro, Pohnpeian, etc.) is highly desirable.
- You must be committed to and able to keep client information safe and confidential
- You must be able to pass a criminal background check for work with children Ability to lift at least 20 pounds, safely navigate internal stairs, and sit on floor or low seats is required to successfully perform the activities for this position.
- Reliability, patience, creativity, and interest in a long-term position are key to success in this position

Hourly Wage: Based on experience, in the range of \$14.50-\$16 her hour

Benefits: None at this time. Position may be expanded in future years.

Performance Review: Once a year

To apply: please send your resume to info@hawaiiliteracy.org with your last name and "Youth Program Assistant" in the subject line. Please include a short email or cover letter with 1) the hours and timeframe you are available, 2) the best way to contact you, and 3) any other information that may help us learn about you and your interest in this position. Mahalo.

11/01/2014