



Position Description

Type of Position: LINKS AmeriCorps Member

Service Dates: September 1, 2009-August 31, 2010

Length of Term: 36-40 hours a week for 12 months. 1700 hours total.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Application Deadline: Open until filled.

Position Title: Early Literacy Specialist (1 position)

Project Sponsor: Friendly House, Inc. Preschool and Friendly Chaps programs.

Sponsoring Organization's Mission: Friendly House creates a thriving community by connecting people of all ages and backgrounds through quality educational, recreational and other life sustaining services

Project Location: 1737 NW 26th Ave., Portland, OR 97210

Transportation Information: We are accessible by Tri-met bus numbers 15, 17, 77, and the Portland Streetcar

Position Summary: The Early Literacy Specialist will work with the teaching team to integrate age appropriate literacy activities for children ages 3-12. The ELS will have the opportunity to coordinate localized national reading projects and a summer reading program.

General Responsibilities (to include, but not limited to):

1. Create and implement literacy activities and summer reading program with the guidance of the teaching team.
2. Coordinate localized national literacy events.
3. Assist the teaching team in developing, planning and implementing a developmentally appropriate, anti-bias curriculum.
4. Ensure preparation of the materials needed for the implementation of the literacy and other activities.
5. Implement and maintain various literacy programs-*Raising a Reader, Reading Buddies, etc.*
6. Share responsibility for monitoring the physical and mental health of the children.
7. Assist with recording regular observations of children engaged in a variety of activities, with specific emphasis on literacy objectives.
8. Help perform developmental and health assessments as needed.
9. Relate to each child with acceptance, understanding and care.
10. Model positive and appropriate interactions with children and other adults.
11. Practice positive behavior management techniques.
12. Maintain open and professional communication with other staff members and contribute to teaching team effectiveness.
13. Share responsibility for daily classroom setup and cleanup.
14. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
15. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
16. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. CPR/First Aid.
2. Enrolled in Child Care Division Criminal History Registry.
3. Food Handlers Card.
4. Physical Exam.
5. Tuberculosis Test.
6. Must be at least 21 years of age.
7. U.S. citizen, national or lawful permanent resident.
8. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
9. Ability to commit to the full term of service for which they are applying.
10. Submit to a criminal history background check and National Sex Offender Registry search.
11. Regular and reliable attendance.

Preferred Qualifications:

1. BA in Human Development, Education, or Related Field.
2. Bilingual Spanish/English.

3. Experience working with children ages 3-12.
4. Experience/knowledge of age appropriate literacy strategies.

Member Benefits Include:

- A taxable living allowance of \$11,400 divided into monthly increments.
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Child care allowance for those who qualify.
- Upon successful completion of a term of service, eligible members receive an education award of \$4,725. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).
- Paid trainings, including CPR/first aid, child abuse and neglect prevention, other professional trainings.
- Membership to Friendly House Community Center, including fitness/weight room, gym, and access to classes.
- Access to program training funds for classes related to the position.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to astrom@friendlyhouseinc.org.

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Abby Strom, Preschool Director, 503-228-4391, astrom@friendlyhouseinc.org.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

Erika Johnson

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

An Equal Opportunity Employer

www.esd112.org/links