

MEMBER POSITION DESCRIPTION — MIDLANDS READING CONSORTIUM

AMERICORPS MIDLANDS READING CONSORTIUM (MRC) SCHOOL LIAISON

Service Site: United Way of the Midlands

Service Site Address: 1818 Blanding Street, Columbia, SC 29201

Site Supervisor/Title: Christina Thomas, MRC Program Manager

Service Position Type: Full Time (1700 hours)

Term of Service: August 17, 2020 – July 31, 2021

Average Weekly Service Hours: 37.5 hours per week, Monday-Friday 8:00am-4:30pm, occasional night and weekend events required

Program Overview:

The Midlands Reading Consortium (MRC) is a direct service program of United Way of the Midlands. MRC addresses low reading proficiency by supplementing and enhancing shared reading experiences to ignite a love of reading and improve reading engagement for elementary school students. MRC's focus on reading engagement is a strategy to support students in reaching mid-term outcomes of academic performance (on-time grade promotion, standardized test scores) and ultimately, long-term outcomes of on-time graduation rates and college or career readiness. MRC improves reading engagement through a variety of strategies such as one-to-one reading sessions, guest reading opportunities, incentives to support summer reading camps, book donations, the 'Be a Book Bunny' program, company read-for-a-day events, reading nooks, and family engagement events.

AmeriCorps Member Position Overview:

AmeriCorps Members will enroll prekindergarten to second grade students in one-to-one reading engagement sessions with district approved volunteers, engage parents about the importance of reading at home, increase home libraries through book distribution, and promote literacy through general outreach and community engagement in Richland and Lexington Counties.

Minimum Requirements:

- Be at least 18 years of age or older
- Have a high school diploma or its equivalent
- Be a citizen, national, or lawful permanent resident alien of the United States
- Satisfy the National Service Criminal History Check eligibility criteria pursuant to 45 CFR 2540.202.

Preferred Qualifications:

- College degree with focus in education or social sciences
- Experience working with children and/or youth

Essential Functions:

- Facilitate the day-to-day operations of the program
- Ability to complete essential duties virtually (as needed) with provided technology
- Manage MRC volunteers at assigned sites
- Match volunteers with provided list of students and build reading schedule
- Conduct volunteer orientation, training and placement for assigned schools
- Record volunteer attendance, student attendance, and demographic information
- Communicate important information to MRC volunteers including field trips, school closings and/or cancellations, student changes, testing dates, etc.
- Prepare and maintain individual student folders for program participants
- Provide supplemental resources during reading sessions
- Handle unexpected changes or conflicts that arise in an appropriate and timely manner
- Distribute electronic rubrics to teachers and/or volunteers twice during school year (fall and spring)
- Distribute surveys for volunteers, teachers and school administration/staff at the end of the school year



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- Assist with coordination of grant and sponsorship-funded projects at assigned sites (e.g., reading nooks, family engagement events, etc.)
- Maintain regular communication with the school-appointed liaisons and familiarity with school's literacy curriculum
- Be familiar with key school staff members including the principal, vice principal, reading specialist, parent coordinator, school-appointed liaison, etc.
- Distribute books and school supplies through the 'Be a Book Bunny' initiative
- Provide ongoing support to volunteers and assist with quarterly volunteer trainings
- Participate in September 11th Day of Remembrance and Martin Luther King Jr. Day of Service events, which may take place on a weekend or during holidays and include activities outside of the scope of typical day-to-day functions.

Additional Responsibilities:

Although not essential position functions, the AmeriCorps MRC School Liaison may be responsible for the following as needed:

- Recruit volunteers at community engagement events
- Serve as weekly one-to-one MRC volunteer and fill in for assigned volunteers as needed (including virtual sessions dependent on COVID-19 impact)
- Participate in school family engagement/parenting events (literacy nights, book breakfasts)
- Assist school staff in outreach activities
- Assist other departments in major projects as needed as it relates directly to the AmeriCorps program.
- Participate in outside service activities approved by the program's director.

Physical, Emotional, and Intellectual Demands:

To perform the services successfully, the AmeriCorps Member should demonstrate the following competencies to perform the essential functions of this position:

- **Flexibility/Resilience** – The ability to adjust to and thrive in a complex and changing environment; handles setbacks and failures with professionalism and candor; effectively and appropriately responds in the face of adversity or conflict.
- **Ability to Work Independently** – The ability to be a self-starter and accomplish tasks independently and without constant direct supervision.
- **Ability to Multi-Task** – The ability to handle multiple tasks and assignments; prioritizes more important tasks while maintaining a good handle on others; reports in a timely manner any barriers to task completion and allows ample opportunities for a supervisor to adjust deadlines
- **Results-Oriented Thinking and Behavior** – A genuine concern for effectiveness. Possesses the desire to get the service done with excellence; mentally, is focused on getting the best results for actions taken; does not settle for mediocrity.
- **Awareness and Sensitivity to the External Environment** – Situational awareness; is aware of the organizations that they represent, including the United Way Association of SC, AmeriCorps SC, CNCS, and the Host Site's position in the community and the effect of their words and actions on that position; demonstrates savvy in dealing with agencies, volunteers and donors; is promoting and affirming in conversations about and on behalf of those organizations.
- **Physical Activities:**
 - Manual Dexterity: Picking, pinching, typing or otherwise serving, primarily with fingers rather than with the whole hand or arm as in handling.
 - Communicating: Expressing or exchanging ideas. Activities must convey detailed or important spoken instructions to others accurately, loudly or quickly.
 - Listening: Ability to receive detailed information through appropriate communication.



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- **Visual Acuity:** Member is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or expansive reading.
- **Service Conditions:** Member is subject to both inside and outside environmental conditions.

Benefits:

- The living allowance for this position is \$14,279 distributed on a biweekly basis and may not exceed \$14,279 for the term of service.
- This position is eligible for an Education Award up to \$6,195.00. Please visit [https://www.nationalservice.gov/programs/amicorps-education-award](https://www.nationalservice.gov/programs/americorps/segal-amicorps-education-award) for additional information on the education award.
- Training on Adverse Childhood Experiences (ACEs), Mandated Reporting, Culture of Poverty
- Mileage reimbursement
- Access to member health care (full time only)
- Access to childcare benefits (full time only)

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.



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