



GLOBAL VILLAGE PROJECT AMERICORPS SERVICE DESCRIPTION

Member Title: School Support AmeriCorps Member

Schedule: Monday to Friday, 8 hours, approximately 7:30AM to 4:30PM *some service hours during evenings and weekends required*

AmeriCorps Program: Notre Dame Mission Volunteers-AmeriCorps (NDMVA) is a nationwide federally funded community service program for young adults. NDMVA's work focuses on educating, providing opportunity and building community. NDMV members and volunteers serve alongside communities to expand access to education. Members provide support in a range of learning environments, including schools and community centers.

AmeriCorps Service Site: The Global Village Project (GVP) is an innovative high school preparatory program for refugee girls and young women with interrupted schooling. As a 501(c)(3) organization, our mission is to develop a strong educational foundation for each student within a caring community, using a strengths-based approach and intensive instruction in English language and literacy, academic subjects, and the arts. Located in Decatur, Georgia inside the Decatur Presbyterian Church, the school's full day academic program serves approximately 45 students ages 11-18. Students pay no tuition, and transportation and lunch are also provided free of charge. GVP serves an additional 75 or more students in its mentor program, designed to help alumnae navigate complex educational pathways when they complete our program and continue through high school and college. At GVP we dream a better world, one girl at a time.

Two AmeriCorps members will complete an 11-month service at GVP to support refugee students by offering individualized direct and indirect service through education, literacy, and academic support in core programs, including study hall, literacy, and summer academic programming. Members core responsibilities will be 1) coordinating and facilitating morning and afternoon study hall sessions, 2) supporting teachers and students in guided reading and/or guided math groups, and 3) facilitating GVP's summer book club program. Service members will also walk with students to lunch each day and serve as lunch supervisors. Members may serve in other capacities as needed. Based on members' backgrounds and interests, GVP will attempt to provide additional opportunities to learn and gain educational or nonprofit administration experience. Each full-time member will complete a minimum of 1700 hours from September 2018 to July 2019.

Service Summary: School Support AmeriCorps Member

The School Support AmeriCorps Member works closely with Global Village Project teachers to support refugee English language learners by assisting in the classroom instruction and other student support areas. The member will coordinate GVP's study hall tutoring and lunch programs and support other academic programs and classes. The member will have recurring access to vulnerable populations and will serve in study hall as a tutor five days a week.

General Responsibilities:

- Coordinate and facilitate morning and afternoon study hall sessions; match volunteers with students for tutoring sessions to meet individual needs, tutor students as needed, collaborate and coordinate with faculty and staff for student success
- Assist classroom teachers with small group lessons and activities; prepare lesson materials and classroom displays, support organized events, and the use of technology
- Reinforce whole-class teacher-taught lessons and extension and/or enrichment activities in small groups or individually (especially small group guided instruction)
- Supervise students and reinforce classroom instruction and community and classroom behavior and core values
- Collaborate with and support teachers and team leaders (Curriculum & Assessment Coordinator and Arts Coordinator)
- Collect and maintain student data for student assessments
- Supervise student lunch time
- Address academic and administrative team needs: supplies, copies, questions, etc.
- Help plan, prepare, and organize GVP Summer Book Club books, lessons, and activities, supporting Literacy Coordinator; participate in weekly book club sessions
- Attend and provide event support for guest artist classes/workshops, chorus and arts performances, field trips, annual community events (Connecting Communities Walk, Authors' Teas, Volunteer Appreciation, and Tribute to Education)
- Submit monthly reports measuring progress toward NDMVA AmeriCorps goals.

Skills/Competencies/Education/Experience:

Required

- Bachelor's degree or higher
- Must have an interest in education, literacy, ESOL, applied linguistics, refugee learners, learners with limited formal education, and/or non-profit development
- Flexibility and a willingness to learn
- Passion for working with teenagers
- Patience and a positive attitude
- Sensitivity to people of all cultures, ethnicities, and religious backgrounds.
- Cultural competency and understanding of working with marginalized communities
- Strong communication and interpersonal skills
- Organizational/time management skills, ability to prioritize with attention to detail
- Flexibility and an ability to problem solve
- Proficiency in Microsoft Office Suite
- Ability to be an active member of a team in a diverse, multicultural environment

Preferred

- Previous experience working in academic support and/or non-profit administration

- Experience working with English Language Learners, particularly refugees
- Foreign language proficiency desirable (Arabic, Nepali, and Burmese (Burmese, Rohingya, Karen, Chin) or African languages (Somali, Swahili, Kinyarwanda/Kirundi, Amharic) desirable but NOT required

**To apply, complete an application via NDMV's website: <http://www.ndmva.org/apply/> .
Contact NDMV's Site Director, Alison Sheldon, at atlanta@ndmva.org, and/or the GVP Site Supervisor, Teni-Ola Ogunjobi, at taogunjobi@globalvillageproject.org if you have questions.
To learn more about our organization, please visit www.globalvillageproject.org.

I acknowledge that I have received this AmeriCorps position description and understand that it is my responsibility to read and comply with the position duties as outlined. I have read, understand, and agree to all terms and conditions of the position description.

AmeriCorps Member Signature

Date

AmeriCorps Service Site Supervisor Signature

Date

Service Site Location_____