

Hopland Band of Pomo Indians

Position Description

AMERICORPS MEMBER/PART-TIME LEARNING CENTER TUTOR

Make a difference in the community by tutoring students with academic and developmental needs. Become an AmeriCorps Member and help improve student performance on academic content standards. Develop organization, outreach, and instructional skills, and earn an education award to pay for future higher education or to pay off existing higher education debts. The Member serves as a part-time learning center tutor under the supervision of Hopland Band of Pomo Indians (HBPI) staff.

The Hopland Band of Pomo Indians is a federally recognized Native American Tribe that provides government services to its membership. The HBPI Education Department provides tutorial services to member youth as well as access to computer and library services.

This position begins August 2011 and lasts one year. The Member must complete a minimum of 900 hours of service during that time. The Member will receive a yearly living allowance of \$4,875 and upon completion of the service period will receive an education award of \$2,775. The Hopland Band of Pomo Indians will carry and pay the cost of Worker's Compensation Insurance for the Member. The AmeriCorps Member may also be eligible to have the repayment of student loans postponed until successful completion of the term of service.

Specific Duties

1. Prepare, process, and maintain pertinent documents;
2. Assist K-8 students with academic objectives;
3. Develop positive and supportive relations with students and faculty;
4. Serve as a mentor to students;
5. Assist with and monitor activities in assigned area of supervision;
6. Take calls and answer questions regarding the HBPI Education Department;
7. Maintain Computer lab and gym functionality;
8. Assist with the development of a Vocational and GED Study Center within the HBPI Tribal Library and Learning Center;
9. Research and publicize scholarship opportunities for tribal members;
10. Enforce Education Department Rules; and
11. Perform other tasks as assigned.

Necessary Skills and requirements

1. Must have a high school diploma or GED;
2. Must be 18 years of age or older;
3. Must be a U.S. Citizen or lawful permanent resident;
4. Must demonstrate proficiency in English and Mathematics that is appropriate for K-8 students (prior tutoring experience preferred);
5. Must be able to complete a tutorial program workshop that will be put on by Ukiah Unified School District;
6. Must pass a criminal background check and drug screening;
7. Must be willing to submit to random drug testing;
8. Must be willing to work weekends;

Hopland Band of Pomo Indians

Position Description

AMERICORPS MEMBER/PART-TIME LEARNING CENTER TUTOR

9. Must have a thorough knowledge of computer programs, including Word, Excel, Outlook, and Internet Explorer;
10. Must have valid and current California Driver License;
11. Must have reliable transportation;
12. Must be able to effectively deal with challenging situations with enthusiasm and tact;
13. Must be reliable, discreet, and prepared to sign a confidentiality agreement;
14. Must be willing to attend various training seminars and workshops as required for the position;
15. Must be willing to perform First Aid and CPR as needed (First Aid and CPR training will be provided);
16. Must be able to communicate clearly and effectively, both orally and in writing;
17. Must have a commitment to promote tribal education, healthy decision-making, and cultural preservation; and
18. Must be culturally sensitive to the needs of Native American students.

The Hopland Band of Pomo Indians will provide ongoing training to members. Some travel necessary.