



PORTLANDYOUTHBUILDERS.

**ANNOUNCEMENT  
TEACHER'S AIDE  
FULL-TIME AMERICORPS VOLUNTEER POSITION  
POSITION TO START MID-MAY 2019**

---

**POSITION SUMMARY**

Portland YouthBuilders (PYB) is an alternative high school and job training program dedicated to serving young adults, ages 17-24, who want to transform their lives. PYB's multi-year program focuses on assisting students to complete high school with a GED or Diploma, obtain job readiness skills, become critical thinkers and community leaders, complete their post-secondary education/training goals, and successfully launch their careers. Our program offers multi-year support to help students achieve their long and short term goals in employment and post-secondary education and training. PYB's community partnerships support these goals and enable students to access resources. In addition, these partnerships strengthen placement options for our students. This position is a good opportunity for those considering going into the field of Education, particularly alternative education, and the person taking this role will receive mentorship from experienced teachers. The person in the position will also have the opportunity to learn how to proctor testing and coordinate volunteer tutors.

Our student population is diverse, and many students face barriers which interfere with their success both at PYB and in their hopes for the future. PYB offers support to help students resolve, manage, and overcome these obstacles.

**Women and people of color are encouraged to apply.**

---

**PURPOSE AND SCOPE**

This is a full-time (40 hours/week) position as an AmeriCorps member of Portland YouthBuilders. Teacher's Aide AmeriCorps members are responsible for assisting program teachers and staff in improving language arts, math and social science skill levels of program participants as these participants study to achieve a GED/HSD, assisting participants with job readiness and job placement services, and providing support to participants around college readiness, counseling, assistance with financial aid applications and college applications.

---

**DUTIES**

- Provide individual guidance to students in language arts, math and social science subjects
- Provide small group facilitation of classroom activities to support skill acquisition in language arts, math and social science subjects
- Assist teachers with classroom preparation and associated activities
- Assist teachers with curriculum development
- Assist teachers with coordination of school-wide testing, including GED testing.
- Develop relationships with students to mentor them through academic goals and coach through academic struggles
- Assist with job readiness training to all YouthBuild participants
- Provide guidance to all YouthBuild participants about possible careers and college placement
- Participate in Portland YouthBuilders, YouthBuild USA, and AmeriCorps training, service projects, and other activities, such as Community Meetings.

- Participate and support participants in quarterly community service days for organization-wide participation in service-learning.

*This position has recurring access to vulnerable populations.*

---

## MINIMUM QUALIFICATIONS FOR AMERICORPS SERVICE

Must be at least 17 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US.

---

## SKILLS AND ABILITIES REQUIRED

- Excellent written and interpersonal communication skills.
- Organized and ability to manage details efficiently and effectively.
- Computer proficient, including MS Word and Excel.
- Flexibility, patience, tolerance and willingness to learn new related skills.
- Experience in management and motivation of volunteers a plus.
- A basic understanding of Portland YouthBuilders and commitment to the mission of the organization.
- Committed to the concept of national service and to making a difference in the community.

---

## SUPERVISION

The Teacher's Aide AmeriCorps member reports to Jessica Burbach, Education Manager.

---

## COMPENSATION & BENEFITS

Position Starts: mid-May 2019  
 Length of position: 12 months (must complete 1700 hours of service over 12 months)  
 Compensation: AmeriCorps monthly living stipend of \$1,220; monthly bus pass; plus AmeriCorps Education Award of \$5,920 upon completion of 1700 hours of service; qualified to enroll in medical coverage available through AmeriCorps. Members may also qualify for child care allowance. Other benefits include student loan deferment, professional training, valuable networking opportunities, working with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference.

---

## APPLICATION INSTRUCTIONS

Please e-mail your *cover letter and resume* to Mary Hegel, AmeriCorps Contract Coordinator, [mary.hegel@pybpd.org](mailto:mary.hegel@pybpd.org). Please include "Application for AmeriCorps Teachers Aide" in the subject line. **Applications will be accepted until the position has been filled.** The preferred start date for the position is in **mid-May 2019**, and applications will be reviewed as they are received.

*Portland YouthBuilders' mission connects us to people and communities across Portland. We are proud to be an equal opportunity employer and do not discriminate on the basis of race, color, sex, sexual orientation, age, religion, creed, marital status, national origin, political affiliation, disability, veteran status, or any other classifications applicable by law. Portland YouthBuilders is committed to the diversity of our people, programs and services. The organization acts affirmatively in the employment and advancement of qualified people of color. Auxiliary aids and services are available upon request to individuals with disabilities. TTY1-800-735-2900*

*PYB employees and volunteers must successfully complete a criminal background and drug test check prior to work. Portland YouthBuilders is a Drug Free Workplace and adheres to the requirements of the Drug Free Workplace Act. Portland YouthBuilders' students and staff are subject to random drug tests.*

- *This project was funded in part (25%) by a grant awarded under the YouthBuild Initiative in the amount of \$1,100,000 as implemented by the U.S. Department of Labor's Employment and Training Administration.*
- *This program financed in part with funds provided through Worksystems, Inc. from the U.S. Department of Labor, the City of Portland, and the Department of Housing and Urban Development.*
- *PYB is an AmeriCorps program and students who are AmeriCorps members are eligible for an education award.*

