

## **Foundations for Literate Youth (FLY) Job Description**

**Position Title:** Literacy Internship  
**Department:** Polo Grounds

**Position Overview:** Responsible for the implementation and delivery of literacy programs for six to seven sixth grade students at the Polo Grounds Community Center. Includes monitoring of literacy work, tutoring, reading and writing help and encouraging program participation. Must set positive example to the students. The tutor position is part time (Monday through Thursday 4-6pm) and is paid (\$20/hour). Research Possibilities.

### **Agency Wide Duties And Responsibilities:**

1. Supports the mission, vision, and values of the Children's Village.  
Complies willingly with all organizational policies and procedures.
2. Supports all functions that attain and maintain accreditation and compliance with regulatory agencies.
3. Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Maintenance of confidential information
  - An appreciation of a multicultural workplace
4. Exhibits effective communication skills.
5. Participates in appropriate professional development programs to attain and maintain competency.

### **Position Specific Duties/Responsibilities:**

- Helps to plan literacy programming
- Administer Diagnosis Reading Assessment (DRA)
- Administer Complete Writing Assessment (CWA)
- Review ELA data provided by the school
- Provides one-on-one and small group instruction in reading, writing and active listening
- Escort children from their school to the center for Literacy services
- Implements curriculum and education plan for each student
- Develops relationships with students, families and school staff
- Submits attendance records to Program Director
- Accompanies students on educational trips and enrichment projects
- Makes frequent contact with school teachers and guidance counselors and families to ensure youngsters participation in program
- Maintains attendance records on assigned children
- May be required to drive a van to transport children off site.

### **Reporting Relationships:**

Reports to Director of Literacy Program

**The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as inclusive of all responsibilities, duties, and skills required of personnel so classified.** This job description does not constitute nor does it alter the at-will status of the employee/employer relationship.

POSITION QUALIFICATIONS:

- Bachelor's degree education or related field and/or must be enrolled in Master's degree or certification program in teaching, education or literacy.
- Ability to create motivational enrichment activities.
- Good interpersonal skills
- Good Organizational skills with the ability to be flexible
- Ability to maintain electronic data and use Microsoft offices 2007

Physical and Sensory Requirements:

1. Ability to read, write and converse in English.
2. Ability to communicate with staff, residents, families, vendors, support agencies and others.
3. Ability to remain calm and composed under stress.
4. Ability to respond to telephones and other auditory stimulation.
5. Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
6. Ability to evaluate/interpret information and make independent judgments/decisions.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

HR/Posdescr/Revised on July 26, 2002, 2002/DBF

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