

POSITION DESCRIPTION ANNOUNCEMENT

Position Title: AmeriCorps Life Coach

Member Duties:

- Teach adult learners on a weekly basis, one-on-one or in a classroom setting, to improve their basic skills and workforce readiness.
- Develop individual student plans and help student track goals.
- Provide a continuum of services to span adult education instruction from High School Equivalency to post-secondary education and/or the workforce.
- Provide information on careers, career pathways, and educational requirements.
- Identify the educational and career options appropriate for each student and assist with the analysis of each option, including possible outcomes and their implications.
- Conduct weekly presentations on topics such as job search, interview, and study skills.
- Track student's progress of academic, career and personal growth by working collaboratively with instructional staff.
- Connect students and adults to support services that will ease the transition to postsecondary education.
- Assist the adult education program in recruiting, training, and supporting volunteers who will provide basic tutoring services.
- Collaborate with civic groups, adult education centers, literacy councils, schools, and other organizations in the community to recruit volunteers and adult learners.
- Receive training for Career Service Providers.
- Assist the adult education program with intake and assessment of adult learners needing services.
- Recruit volunteers.

Service Location: Cities in AR: Camden, El Dorado, North Little Rock, Monticello, and Helena

Program Benefits: Education award upon successful completion of service, Stipend or Living Allowance (\$7,000 annually, which is taxable), Training

Program Start/End Date: 9/13/2021 – 7/31/2022

Accepting Applications: 6/25/2021 – 12/1/2021

Service Areas: Community and Economic Development, Community Outreach, Education

Skills: Counseling, Communications, Computers/technology, Conflict Resolution, Education, First Aid, Leadership, Public Speaking, Recruitment, Teaching/Tutoring, Writing/Editing, Youth Development, General Skills, Team Work