

## Student Tutor/Volunteer Coordinator

Written by Wisconsin Jobs Now  
Wednesday, 23 July 2014 13:21 -

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### Job Posting with the Wisconsin Department of Public Instruction

Job Title: AmeriCorps Member- Student Tutor/Volunteer Coordinator

Employer Name and Location: Department of Public Instruction, Wisconsin Educational Opportunity Program

Based at: 2140 Holmgren Way, Green Bay, WI 54304.

Job Description: AmeriCorps Members will 1) tutor and mentor students at risk of falling behind in reading, math, or other subjects, 2) recruit student volunteers, 3) coordinate volunteer programs, 4) help facilitate youth-led civic engagement projects to help improve school climate for all students, and 5) conduct school visits to assist with college readiness programming within our target middle schools and high schools in Green Bay. One position will focus on working with 7th-10th graders and one position will focus on working with 11th-12th graders. An individual and detailed action plan will be developed by the member and supervisor upon hire. There will be an opportunity for the employee to tailor the position to his/her strengths and interests, while incorporating the AmeriCorps mission and DPI WEOP goals.

We have *two half-time AmeriCorps positions available*, located at the Green Bay Department of Public Instruction's WEOP Office. Half-time members must work 900 hours within a 10- to 12-month period, which typically averages 20-25 hours/week. This commitment provides a biweekly paycheck of approximately \$305 and a substantial education award of \$2800 upon completion of hours. Start date will be late August/early September. Hours commitment must be completed by August 31, 2015.

Qualifications: Passion for education, community events, and working with a diverse group of both middle and high school students. Must be able to satisfy the 900 hour commitment within a 10-12 month period (which typically averages 20-25 hours/week). We desire candidates who are either pursuing/planning to pursue a college degree OR have earned a college degree.

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To Apply: Please send a cover letter/email indicating why you are interested in this position, as well as your resume outlining your education and experience, to Aubrey Schramm at [aubrey.schramm@dpi.wi.gov](mailto:aubrey.schramm@dpi.wi.gov)

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To learn more about the Department of Public Instruction's Wisconsin Educational Opportunity Program, please visit: <http://weop.dpi.wi.gov/>

To learn more about the AmeriCorps service program, please visit:  
<http://www.nationalservice.gov/programs/americancorps/americancorps-state-and-national>