



AmeriCorps Tutor/Mentor

One year, full-time (40 hrs/wk) positions are available for AmeriCorps members to serve as tutors and mentors in Bakersfield, Buttonwillow, Delano, Lamont, Shafter, Wasco starting September 1, 2009 and ending August 31, 2010. Full-time applicants must be available to work between 8 a.m. and 5 p.m. during the term of service.

RESPONSIBILITIES AND DUTIES

AS A TUTOR/MENTOR:

Under general supervision, to implement the KernCorps AmeriCorps program by providing the following direct services:

- tutor targeted students in reading and/or math during and after school hours using curriculum materials provided by schools and the AmeriCorps program
- maintain accurate and current records of student contact and service
- work in collaboration with school staff to monitor student progress
- appraise student progress using evaluation instruments provided by AmeriCorps
- serve as a mentor and positive role model to targeted students

AS AN AMERICORPS TEAM MEMBER:

- serve as a resource to Community Collaboratives and the Kern County Network for Children
- participate in and organize events to strengthen communities
- recruit and coordinate community volunteers
- participate in team meetings and other events promoting esprit de corps, morale, and AmeriCorps identity
- participate in activities providing opportunities to reflect on AmeriCorps experiences
- participate in ongoing job specific training

LIVING ALLOWANCE AND BENEFITS:

- \$1100 monthly living allowance
- Child care benefits.
- Health insurance benefits.
- Education Award of \$4,725 upon satisfactorily completing one year of service and 1,700 hours of service.

The education award can only be used to pay back student loans or for future college tuition and fees.

(over)

MINIMUM QUALIFICATIONS:

Experience with direct services for youth and/or community service programs. Competent in reading and math; good oral and written communication skills; good record keeping skills; strong organizational skills; good judgement; demonstrated commitment to public service; ability to appreciate the value and importance of cultural diversity; ability to work with people and organizations with different viewpoints; and ability to work collaboratively with school administrators and teachers, community-based organizations, public agencies and other AmeriCorps members. Applicants must be a U.S. citizen, U.S. national, or lawful permanent resident, and be at least 17 years old. Education equivalent to the completion of the twelfth grade. Applicants must provide their own transportation to and from home and the principal work site and locations of trainings, team meetings and community events. Applicants must possess a valid California Driver License and maintain proof of privately owned automobile insurance coverage. Full-time applicants must be available to work from 8 a.m. to 5 p.m. Monday through Friday, at least ten weekend days during the project year, and at least one evening per month. Please attach a current resume.

SELECTION PROCEDURES:

Applications are available from the Kern County Superintendent of Schools Office, 1300 17th Street, Bakersfield, CA 93301. For more information, call (661) 636-4323. Qualified candidates are invited to submit an AmeriCorps job application form (including a supplemental questionnaire) and resume with three references. **Applications will be accepted until all positions are filled.**

Each candidate's application and resume will be evaluated and ranked by the Program Manager and/or other program staff. Candidates considered to meet the minimum qualifications will be scheduled for an interview with a team of professional experts appointed by the Kern County Superintendent of Schools office. Interviews will be held by individual appointment. Semifinalists will be required to successfully pass a reading and math test as part of the selection process to be held in Bakersfield. Upon selection, successful candidates will be required to submit fingerprints for a criminal records check and should be prepared to report to duty on September 1, 2009.

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
1201 New York Avenue NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799 (TTY)
(202) 565-3465 (FAX); eo@cns.gov (e-mail)

The KernCorps AmeriCorps Program is administered by the California Agency on Service and Volunteering and sponsored by the Corporation for National and Community Service (CNCS). Availability of positions are conditional, depending upon continued funding by CNCS.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any of the provisions contained herein may be modified or revoked without notice.



KERNCORPS AMERICORPS PROGRAM
AMERICORPS MEMBER APPLICATION
 (Please complete all blanks even if attaching a resume)

In which location(s) would you like to serve?
 Delano Lamont Wasco
 Bakersfield Shafter

Date _____ Social Security Number _____ Bilingual Yes No Language _____

Name _____ Last _____ First _____ Middle _____

Current Address _____ Number and Street _____ City _____ State _____ Zip _____

Permanent Address (if different) _____

Telephone Number(s) _____ Home _____ Business _____ Message _____ Email Address: _____

For each question answered "yes", explain, in writing, the circumstances and attach the statement to this form.

Have you ever been convicted of a misdemeanor? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever entered a plea of No Contest or Guilty to a misdemeanor? Yes No If yes, attach explanation.

Have you ever entered a plea of No Contest or Guilty to a felony? Yes No If yes, attach explanation.

A conviction will not necessarily disqualify you from employment.

Each prospective employee must undergo a background clearance through the Department of Justice prior to employment. Fingerprint clearance is pursuant to Education Code section 45125(a) as amended by AB 1610, Stats 1997.

PLEASE PROVIDE NAME, ADDRESS AND PHONE NUMBER OF AT LEAST THREE PROFESSIONAL/EDUCATIONAL/VOLUNTEER/SUPERVISORY REFERENCES. References should be individuals familiar with your performance at work, in school and/or with volunteer or community organizations. (**Please do not** list friends/relatives. Examples are: Volunteer Supervisors - Professors - Past Employers).

Name	Complete Address	Phone #	How do you know this person? (ie, supervisor, counselor, professor)
		() -	
		() -	
		() -	

AN EQUAL OPPORTUNITY EMPLOYER
 Office of Larry E. Reidler
 Kern County Superintendent of Schools
Advocates for Children

Did you graduate from high school?

- Yes Date of graduation _____
 No Expected date of graduation _____

If you did not graduate, do you have a GED certificate?

- Yes Date of certification _____
 No Expected date of certification _____

Name and location of College or University	Course of Study	Completed		Type of Degree
		Semester Units	Quarter Units	

Business, Correspondence, Trade or Service Schools _____ Course of Study _____ Date Completed _____

Have you ever used another name? (Information necessary to enable a check on your work and education record.) _____

Have you served in the Armed Forces? Yes No

Have you served a previous term in AmeriCorps? Yes No Name of program _____

EXPERIENCE: BEGIN WITH YOUR MOST RECENT EXPERIENCE. Give your complete employment record for the last ten years even if your resume is attached. List any earlier experience of the kind required for this position. Attach additional sheet if needed.

From Mo./Yr.	To Mo./Yr.	Employer and Address (Include street and number, city, state, zip)	Phone Number	Title	Duties	Supervisor	Hours/ Week	Reason for Leaving

I agree to be fingerprinted and, upon employment, to furnish proof of age and citizenship, as may be directed; a substance abuse test, at employer's expense, will be required for positions involving health and safety.

I certify that all statements made herein are true and correct to the best of my knowledge. I understand that any false statements made on this application may be cause for non-employment or for dismissal, if employed. I hereby authorize any investigation to obtain information required by this application.

Mail to: AmeriCorps

Office of the Kern County Superintendent of Schools
 1300 17th Street, Bakersfield, CA 93301-4533
 (661) 636-4323

or return to AmeriCorps, University Square, 2000 K Street, 5th floor

 Signature of Applicant



KERNCORPS AMERICORPS PROGRAM

Supplemental Application

Position: AmeriCorps Tutor/Mentor

Please provide a brief response to the questions below. Limit your response to the space provided.

- 1. Describe how your background and training meets and/or exceeds the minimum requirements of experience and education required to qualify for this position.**

2. Briefly describe your reasons for wanting to serve as an AmeriCorps member.

3. How did you hear about AmeriCorps? (Please check all that apply.)

Friend

Relative

AmeriCorps Member

Newspaper/Magazine

TV/Radio

Guidance Counselor/Teacher

Internet

Job Fair/Career Day

Poster/Flyer

Other (Specify: _____)

4. Write a short description of your most significant volunteer or community service experience. In the course of your description be sure to address the following questions:
- a. Why was the experience meaningful to you?
 - b. How did the experience help you to grow as a person?

I certify that all statements provided herein are true and correct to the best of my knowledge and that all statements were prepared by me.

Signature

Date

Please Print Name