



**GOODWILL INDUSTRIES OF SOUTHERN ARIZONA**  
**Academic Coordinator Operation GYD – Goodwill Youth Development**  
**300 Hour Position (part-time)**  
**Service Location: Tucson, AZ**  
**Service Dates: September 1, 2016 - August 31, 2017**

**CONTACT: 520-276-8606 or [americorps@arizonaserve.org](mailto:americorps@arizonaserve.org)**

**I. ORGANIZATIONAL PURPOSE AND BACKGROUND**

**Mission-** Goodwill's mission/vision statement is: "Goodwill Industries of Southern AZ provides training, services, and jobs for people with barriers to employment. Goodwill is dedicated to the idea of strengthening our families and community through the **Power of Work!**"

Goodwill would like the AmeriCorps member to serve as the Operation GYD Academic Coordinator through Goodwill Academic Services. This program provides academic services to youth and young adults in all Goodwill youth programs. The Academic Coordinator administers assessments, develops youth driven academic career plans and most importantly creates an innovative and welcoming approach to academic success. Providing homework help, GED instruction, and other academic tutoring, participants have been able to earn their high school diploma and GED while reaching both post-secondary and employment goals.

**II. PROJECT FOCUS AREAS AND ACTIVITIES**

- A. Youth Support and Coaching:** Assist Goodwill staff with implementing coaching and support to individual youth who struggle in school; where appropriate, connect youth to tutoring services located at school or in the community – leading to school retention and graduation rates.
- B. Academic Tutoring and Mentoring:** Assist with site-based academic tutoring sessions focused on basic literacy and numeracy skills for youth with low TABE skills (Test of Adult Basic Education) and provide site-based academic tutoring and homework help for youth members who are currently in school.
- C. Coordination of Academic Community Services:** Assist with referrals for youth who are out of school to access GED education programs and other referrals for youth who wish to obtain online, industry-recognized credentials

### **III. Requirements and Benefits**

#### **Education, Skills and Abilities:**

- Age 17 or older
- Ability to work as a part of a team
- Be responsible and punctual
- Have strong organizational skills
- Prior experience working with at-risk youth
- Prior experience with mentoring and/or academic tutoring of youth ages 12-19
- Prior experience with coordinating projects or small group work
- Prior experience with Microsoft Office products and database systems
- Positive attitude, self-starter, curious, and professional
- Curriculum development, curriculum implementation, project plans
- Screening, recruitment, and training of volunteers
- Bi-lingual Spanish or French preferred
- Support of Goodwill mission

#### **AmeriCorps State Member Benefits (Part-time)**

- Upon completion of service, part-time (300 hour) AmeriCorps members receive a \$1200.00 education award that can be applied to educational costs or student loans
- Members participate in monthly trainings that qualify them for a Certificate in Civic Leadership from Prescott College and 4 college credits
- Team support and coaching

Arizona Serve is committed to diversity in the workplace. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

**To apply for this position, please download the AmeriCorps State application: [HERE](#)**

**This application is a fillable PDF file. Save and submit your completed application electronically to: [americorps@arizonaserve.org](mailto:americorps@arizonaserve.org)**