

YWCA IS ON A MISSION

YWCA Southwestern Illinois
Riverbend Reading Club Program Instructor
Job Description

Title: Riverbend Reading Club Program Instructor
Hourly Wage: \$17.00-\$18.00
Time

Reports to: Programs Director
Position Type: __ Full Time __X__Part
Time

What is Riverbend Reading Club? Riverbend Reading Club is a program designed for youth to enhance literacy. The purpose of Riverbend Reading Club is to provide students grades K-3 with a safe, supportive, and creative environment that allows them to improve literacy competency. Riverbend Reading Club uses *The Fountas and Pinnell LLI* curriculum that consists of engaging leveled books and fast-paced, systematically designed lessons to counteract and prevent below grade level reading in students.

Riverbend Reading Club occurs in sessions of 14-18 weeks, meeting four times a week for approximately 120 minutes. Using the *Fountas and Pinnell LLI* curriculum, each daily session is divided into five parts: a 15-minute prep time break for instructors, two 40-minute lessons between one instructor and 3-4 students, a 10-minute break for both students and instructors, and 15-minutes at the end of each session for parent communication if needed.

What is the instructor's role? An instructor for Riverbend Reading Club is someone who leads, encourages, stimulates thinking, provides guidance, and protects. The instructor's goal is to bring students reading below grade level, to read at grade level. Of utmost importance is the instructor's primary task: creating a safe and encouraging space for each student to reach his or her academic potential. Other aspects of the instructor's role include reviewing and delivering *F&P LLI* daily lessons, Benchmark assessing if needed, and completing weekly reports of sessions to the YWCA Programs Director. Delivering daily lessons is critical to the instructor's role. In *LLI* lessons, instruction centers around four critical areas: reading texts, writing texts, phonics/word work, and oral language learning.

This is a part-time opportunity averaging 32 hours per month.

Key Job Functions:

- Deliver high-quality/effective Fountas and Pinnell curriculum instruction
- Observe closely and provide strong individual support to students
- Keep all children in the group highly engaged throughout the 40-minute lesson
- Use precise language to prompt for effective reading strategies while listening in to individual readers
- Observe closely and interact with children as they write to support the development of writing strategies

- Maintain efficiency in time management
- Take attendance at each session
- Administer Benchmark Assessments to each student at the start of program and at the end if needed
- Distribute snacks for students at each session if needed
- Complete detailed instructor reports for each session and submit weekly to YWCA Programs Director
- Communicate with parents regarding their child when needed
- Communicate with Alton School District and Alton Housing Authority personnel when needed
- Coordinate with YWCA for needed materials, supplies, snacks, and drinks

Minimum Qualifications:

- Education: Certified Substitute Teacher or Teaching Assistant with Paraprofessional license
- Experience working with youth
- Must pass a state mandated criminal background check
- Must complete mandated reporter training

Personal Qualifications:

- Must have excellent communication skills, oral and written
- Must be punctual, reliable, and consistent
- Highly developed verbal communication skills with youth grades K-3
- Model positive and healthy character traits and habits, such as being organized, consistent and understanding
- Cultural sensitivity and experience working with individuals of different cultures and ethnic backgrounds

Physical Requirements:

- Riverbend Reading Club instructors will be responsible for occasional lifting and transporting of supplies to and from YWCA and Riverbend Reading Club meeting locations (within Madison County, IL).
- Reliable Transportation

Ideal candidates will be passionate about the mission of YWCA. The successful candidate will bring outstanding personal skills, emotional intelligence, excellent judgement and a strong commitment to YWCA mission and objectives.

Location: YWCA, Alton School District, Alton Housing Authority, or other locations to be identified

YWCA Southwestern Illinois is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veteran's status or disabled veterans' status.

YWCA Southwestern Illinois is an Equal Opportunity Employer committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers and service partners. Therefore, YWCA employment, advancement and leadership recruitment processes ensure diversity in terms of age, color, disability, ethnicity, gender, gender identity or expression, marital status, national origin or ancestry, race, religion, sexual orientation, genetic information, and/or military or veteran status.

The job description for this position does not state or imply that these are the only activities to be performed by the employee holding this position. As needs of the organization change employees may be required to follow other and sometimes new job-related responsibilities.

In accordance with the Americans with Disabilities Act, it is possible that requirements be modified to reasonably accommodate disabled individuals. An individual seeking such an accommodation should contact the Executive Director.

Job descriptions are not intended and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

I understand that I am responsible for the satisfactory execution of the essential functions described in this job description, under any and all conditions as described.

Employee Signature

Date