



Updated April 30, 2024

916 Ink Read On! Tutor (2024-25)

- Location: Sacramento, California
- Host Site: 916 Ink
- Term of Service: September 9, 2024 - August 31, 2025
- Half-Time: 20 – 25 hrs/week
- Living Allowance: \$661.75 stipend (pre-taxed)

916 Ink is Sacramento's arts-based creative writing and literacy nonprofit that provides workshops and tutoring to transform Sacramento youth into strong readers, confident communicators, and published authors.

- Our programs increase literacy skills, improve vocabulary, teach empathy, positively impact social and emotional learning, and expand communication skills.
- We envision a Sacramento region where every child and teen is given access to a culturally relevant creative writing program that leads them to believe in themselves and to understand the power of the written word.
- At 916 Ink, our core values inform and guide our work with every stakeholder, at every level - from our methods in the classroom to our messaging on social media to how we work with each other in the office. Our core values are as follows: empathy - we cultivate an open and compassionate environment; empowerment - we encourage each individual to step into their own power; equity - we commit to justice and advancing the unique experience and expression of all; octopus - we celebrate creativity, bravery, and risk-taking.
- 916 Ink recognizes that communities of color have been left behind by decades of systemic racism and oppression, of particular concern to our organization are the academic achievement and literacy gaps. Fewer than half of Sacramento County third graders read at grade level, and these rates are significantly lower for students of color. To advance our mission of empowering youth through creative writing, we know we must specifically address injustice and racial inequity. We affirm our commitment to lifting the voices of youth of color and supporting our schools and communities in shifting the landscape of inequity.
- Join 916 Ink to transform youth into published authors, create lifelong readers, articulate communicators, and self-confident youth writers who know the power of their own story.

Want to Learn More?

- Learn more about us at 916ink.org
- Watch [this](https://youtu.be/2P8VfDBI_Ng) video (https://youtu.be/2P8VfDBI_Ng) to get a glimpse into the 916 Ink creative writing method.
- Check out [this](https://youtu.be/ld2OgLvFm4) video (<https://youtu.be/ld2OgLvFm4>) to learn more about the Read On! tutoring program.



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Additional Information

- All AmeriCorps members will be required to serve half-time and on location, whether at a school site, 916 Ink office, or another 916 Ink-approved location (unless when under shelter in place orders or if schools/offices are otherwise closed to 916 Ink). This is not a remote position except when mandated by local and/or organizational Covid protocols.
- Should the need exist in the 2024-2025 school year, all AmeriCorps members will be provided with any necessary PPE (personal protective equipment).

Position Summary

- AmeriCorps Read On! Tutors will act as reading tutors by delivering evidence-based reading instruction, conducting assessments, and collaborating with 916 Ink staff.

Expected Hours

- Must be available Monday-Friday 8:30-5:00pm
- Must be available for in-person service 20 hours per week

Read On! Tutoring Responsibilities

- Conduct high quality one-to-one or two-to-one tutoring sessions with striving readers in grades 1-5.
- Adhere to Read On! curriculum and/ or materials provided by 916 Ink.
- Conduct pre, post- and progress monitoring reading assessments to monitor student growth and inform instruction; in conjunction with 916 Ink Staff and 916 Ink AmeriCorps members create and implement individual student action plans.
- Utilize established tutoring expectations and dynamics.
- Practice effective student management and engagement.

Relationship Management

- Regularly collaborate with 916 Ink staff and 916 Ink AmeriCorps members about student performance.
- As needed, substitute for on-site 916 Ink AmeriCorps Page Turner to provide basic oversight of tutoring sessions.
- Act as an ambassador of 916 Ink and Read On!
- Follow Read On! expectations in all student, family, volunteer, and staff interactions.
- Interact professionally with 916 Ink staff, teachers, administrative staff, parents/guardians, and volunteers.

Administrative Duties

- Support 916 Ink staff and 916 Ink AmeriCorps members in maintaining essential program documents, data entry and student record trackers.



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- Take student attendance and complete tutor notes.
- Support completion of student progress reports.
- Participate in monthly staff meetings.
- Attend required training and professional development sessions.
- Complete special projects as assigned.

What Skills and Experiences You Will Gain

- Members will gain direct service experience in classroom management, holistic instructional methods, workshop methodology, and best practices for virtual and in-person learning.
- Members will gain experience with direct service, curriculum design, lesson planning and program evaluation, making this an ideal experience for those who wish to pursue a career in education.
- Members will also be introduced to concepts in the science of reading, a comprehensive body of research that is empirically supported and provides the information needed to gain a deeper understanding of how we learn to read, what skills are involved, how they work together, and which parts of the brain are responsible for reading development.

Qualifications

- Minimum of high school diploma or GED Certificate
- Must be at least 18 years of age
- Hold US Citizenship or Permanent Resident Status
- Have not completed more than three (3) prior AmeriCorps or VISTA service terms
- Understand that this position is an AmeriCorps service commitment and are dedicated to national and community service
- Dedicated to successfully completing a full term of service
- Must be able to demonstrate a commitment to 916 Ink's mission, vision and core values
- Demonstrate a passion for working with elementary school aged students
- Excellent verbal and written communication skills
- Execute tasks with multiple step directions
- Pay strong attention to detail and manage competing priorities
- Demonstrated ability to use critical thinking skills in order to solve problems
- Can quickly learn new technology systems and have a high level of comfort with Zoom Conferencing

Bonus Points if You:

- Are an AmeriCorps, Peace Corps, and other national service alum
- Are a 916 Ink alum or have volunteered with 916 Ink
- Have experience volunteering with other community-based or education programs
- Have experience tutoring or teaching



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What We Offer:

- AmeriCorps members earn a living allowance totaling **\$15,882**
- Eligible AmeriCorps members serving a 900-hour term in California can earn **\$3,697.50** Segal Education Award after successfully completing their service term.
- AmeriCorps members may be eligible for medical coverage at no monthly cost
- Childcare assistance is available through AmeriCorps for those who qualify
- You may be eligible for student loan forbearance on federal student loans
- You may be eligible for CalFresh food stamp
- Mileage reimbursement when applicable
- Ongoing professional development opportunities

Other Things You Need to Know:

- Service Terms: AmeriCorps members serve half-time (approximately 20 hours/week, Monday-Friday) within a 12-month period and must commit to a service term of 900+ hours.
- Commuting: AmeriCorps members regularly travel to school sites throughout the week and need access to reliable transportation daily. AmeriCorps members also make occasional trips to the 916 Ink office and service day events. AmeriCorps members must live within commuting distance of the region in which they serve.
- AmeriCorps member duties do not include any prohibited or unallowable activities per 45 CFR § 2520.65'.
- AmeriCorps member training hours must not exceed 20% of total service hours.

How to Apply

Please send a resume and a cover letter describing your interest and qualifications to Jade Rodgers, 916 Ink AmeriCorps Manager, at jade@916ink.org. This position is open until filled.