



**Full-Time Member Application
Literacy Support Corps
2007-2008**



***Mail application to: WORD-Family Resource Centers • Attention Brook Clark •
• 2525 Palmer • Suite 1 • Missoula, MT 59808***

Name: _____	Date of Birth: _____
Current Address: _____ _____	Permanent Address: _____ _____
Current Phone: Cell: _____	Permanent Phone: _____
Home: _____	
Work: _____	Shirt Size: S M L XL XXL XXXL
Email Address: _____	Sex: F M

Have you ever served in an AmeriCorps program before? Yes No

If yes, did you successfully complete your term of service? Yes No

If yes, list all states and dates:

Term 1 _____

Term 2 _____

How did you hear about the Literacy Support Corps?

Newspaper

Past/current member

AmeriCorps website

WORD-Family Resource Center website

Kids First

School/University _____

Other _____

Location:

Missoula

Bitterroot

Is there a school you are interested in?

Self-Disclosure:

Have you ever been convicted of a felony or sexual misconduct or do you have charges pending? (A criminal background check is done on all Literacy Support Corps Members)

Yes No

Position Descriptions

Instructions:

1. Read each position description. Please visit our website for complete position descriptions.
2. Rank each position in order of preference by placing numbers 1-4 in the blank boxes at the top of each position description. We will consider number 1 as your first choice. If you do not want to be considered for a particular position, leave that box blank.

Full-Time Member **Aug. 15, 2007-June 30, 2008**

The member supports day to day operation of a Family Resource Center. Centers are located within District 1 public schools, as well as various community agencies.

The goals of service include:

- Increase family involvement in education
- Build partnerships with educators, families, and communities in support of education
- Strengthen families and family literacy
- Increase volunteerism and civic engagement in education
- Enhance leadership skills in members

Some duties include:

- Develop and maintain a welcoming Family Resource Center
- Plan, organize, and facilitate Center activities
- Recruit and manage volunteers
- Data collection
- Resource and Referral

Full-Time Team Leader **Aug. 1, 2007-July 31, 2008**

The Team Leader models leadership qualities and mentors members in service. Team leaders do not serve as supervisors to members, rather her/his role is to:

- Develop team spirit and camaraderie
- Assist with trainings
- Develop and lead team community service projects
- Plan and facilitate team meetings
- Assist in program development
- Developing leadership abilities of team members

A Team Leader must possess or be willing to learn the following skill and ability sets:

- Group and meeting facilitation
- Communication including active listening, writing, and reporting
- Creative problem-solving and conflict management
- Data collection
- Peer training
- Resource and Referral

Full-Time Young Family Resource Center Coordinator (Missoula only) **Aug. 15, 2007-June 30, 2008**

The member supports day to day operation of the Young Family Resource Center. This Center is located at the WORD office. Individuals interested in this position must be able to effectively communicate with a wide range of people including teen parents, educators, children, and community members.

The goals of service include:

- Increase family involvement in education
- Build partnerships with educators, families, and communities in support of education
- Strengthen families and family literacy
- Enhance leadership skills in members

Some duties include:

- Develop and maintain a welcoming Young Family Resource Center
- Plan, organize, and facilitate Center activities
- Recruit and manage volunteers
- Resource and Referral

Full-Time Volunteer Tutor Coordinator (Missoula only) **Aug. 1, 2007-July 31, 2008**

The member supports day to day operation of the McKinney-Vento Homeless Education Assistance Program. Individuals interested in this position must be able to effectively communicate with a wide range of people including homeless families, educators, and community members.

The goals of service include:

- Increase family involvement in education
- Build partnerships with educators, families, and communities in support of education
- Strengthen families and family literacy
- Enhance leadership skills in members

Some duties include:

- Recruit and manage community volunteers
- Facilitate volunteer training and meetings
- Seek and manage community donations and services
- Maintain effective records
- Participate in family literacy activities within Centers

Educational Background: (Check highest level achieved)

- | | |
|---|--|
| <input type="checkbox"/> Less than high school | <input type="checkbox"/> Technical College degree or certificate |
| <input type="checkbox"/> GED | <input type="checkbox"/> College Graduate |
| <input type="checkbox"/> High School Graduate | <input type="checkbox"/> Graduate/Professional Degree |
| <input type="checkbox"/> 1-3 years post High School education | <input type="checkbox"/> Other _____ |

Beginning with the most recent, list past schools attended:

Name: _____ Dates Attended: _____

Location: _____ Area of Study: _____

Type of Degree: _____ Date Received: _____

Name: _____ Dates Attended: _____

Location: _____ Area of Study: _____

Type of Degree: _____ Date Received: _____

Name: _____ Dates Attended: _____

Location: _____ Area of Study: _____

Type of Degree: _____ Date Received: _____

Employment Record: Beginning with the most recent (Include any self-employment, home management, military service, wage or salaried employment. Past employers will be contacted unless otherwise noted)

Employer: _____ Dates Employed: _____

Address: _____ Phone: _____

Supervisor: _____

Position title, duties, and responsibilities: _____

Reason for leaving: _____

Employer: _____

Dates Employed: _____

Address: _____

Phone: _____

Supervisor: _____

Position title, duties, and responsibilities: _____

Reason for leaving: _____

Employer: _____

Dates Employed: _____

Address: _____

Phone: _____

Supervisor: _____

Position title, duties, and responsibilities: _____

Reason for leaving: _____

References: Please list 3 individuals whom we may contact as references. We encourage you to list people who know you well such as teachers, employers, guidance counselors, or community members rather than family or friends.

Name: _____

Phone: _____

Address: _____

Relation: _____

Email Address: _____

Name: _____

Phone: _____

Address: _____

Relation: _____

Email Address: _____

Name: _____

Phone: _____

Address: _____

Relation: _____

Email Address: _____

Personal Statement: *All applicants are required to complete questions 1 through 7. Please use separate paper for your answers and attach to your application.*

1. Why do you want to serve in the Literacy Support Corps and what do you expect to gain from the experience?
2. What relevant character traits, skills, and experiences will you bring to the Literacy Support Corps?
3. Please describe your experience leading or working in a group or team and what you gained from that experience.
4. Please describe any recent volunteer experiences and why you chose to serve in that capacity.
5. Please describe experiences you have had working with schools and/or families.
6. Please describe experiences you have had coordinating activities and/or events.
7. Please describe skills and/or experience you have in recordkeeping, data collection, writing/editing, and general office work. (Include any office, computer or technical equipment, and software programs you are skilled in using.)

If you are applying for a Team Leader position, please answer the following *additional* questions. Use separate paper for your answers and attach to your application.

1. Describe the leadership positions you have held:
How long were you in the position?
What did you do in the position?
Who did you interact with and how?
2. What have you learned about leadership and how will this help you as a Team Leader?
3. Explain what part of leadership you find most challenging.
4. Name a leader you admire and describe how they inspire you.



Certification:

I certify that all the statements made in this application are true, correct, and complete to the best of my knowledge, and are made in good faith. I understand that misinformation or omission of information could result in disqualification and/or termination as an AmeriCorps and Literacy Support Corps member. I understand that a criminal background check will be done on all Literacy Support Corps member and I understand that my selection for participation in the Literacy Support Corps will require documentation of a current TB test, Social Security Card, and proof of US citizenship with either a birth certificate or current passport.

Signature: _____ Date: _____