

Form Name:	2020-2021 Intermountain AmeriCorps Host Site Application
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Applicant Information

Organization Name	Chelan-Douglas Community Action Council: Asset Building & Literacy Council Programs
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Primary Contact's Name	Anwen Cook
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Address	620 Lewis St Wenatchee, WA 98801
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Primary Contact's Phone Number	(509) 682-6966
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Primary Contact's Email Address	anwenc@cdcac.org
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Host Site Supervisors Name (If different than above)	Anwen Cook & Rachel West
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AmeriCorps Member Details

Location Member(s) Will Be Serving	Chelan County
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Type of Member Requested	Full-time
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Number of Full-time Members Requested	1
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Number of Part-time Members Requested	0
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Application Narrative

Host Site Overview

The mission of the Chelan-Douglas Community Action Council is to end poverty by helping people and changing lives.

The mission of the Literacy Council is to to actively promote literacy awareness in our community and provide direct tutoring instruction in reading, writing, listening, speaking, and life skills to motivated adult learners in Chelan and Douglas Counties)

The Literacy Council serves adults who want to learn English as a second language or who want to learn to read and write by providing free classes taught by volunteer tutors.

The Asset Building program offers free tax preparation and financial literacy classes to aid community members in building and managing assets.

Summary of Member Duties

With the Literacy Council, the member will:

- Respond to inquiries regarding classes, provide independent learning tools, assess and register new students, post test students, collect feedback from students, practice strategies to keep students engaged, and teach a class for three hours per week.
- Assist with delivering volunteer tutor training, recruit volunteers, support volunteers, and spread awareness of the program in the community.

With the Asset Building program, the member will:

- Develop financial literacy materials and a curriculum to be shared with members of Chelan and Douglas counties.
 - Register participants and help them identify goals in relation to finances, help individuals overcome barriers to financial security such as opening a bank account, work with community members one on one, provide independent learning tools, and teach in a classroom setting.
 - Promote the program in the community
 - Collect data to measure financial literacy
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Summary of Member Skills

- Strong oral and written skills in English, including a high level of professionalism in email and phone communication
- Sufficient knowledge of Spanish to handle routine inquiries, make phone calls, set clear expectations, and form encouraging relationships
- Welcoming to adults with limited English and limited financial literacy
- Strong relationship-building skills
- Able to adapt to change quickly, innovate, and multi-task
- Accurate in recording data and familiar with Excel
- Able to work in a busy environment and regain focus after interruptions
- Punctual

Volunteer Opportunity Posting

Knowledge is power. Support adult community members in improving their English skills and financial literacy skills in this unique position spanning two programs at the Chelan-Douglas Community Action Council! Work with adults who want to improve their quality of life by learning English as a second language, learning to read and write, or learning the basics of personal finance. Be on the front lines of registering participants, helping them define their own goals, connecting them with learning resources, teaching, one-on-one coaching, conducting outreach to potential participants and volunteers, and collecting data to show results.

Provide details of two required site-specific trainings you will provide for your member(s).

At the Literacy Council, the member will take an ESL tutor training, a basic literacy tutor training, and a training to administer student assessments through CASAS.

Recruitment Support

Please list three strategies your organization plans to implement to assist in recruiting.

We will post the position on the Community Action website, the Literacy Council website, and the Community Action Facebook page. Additionally, we will send the position announcement to recent Literacy Council volunteer tutors.

Please identify the staff person who will support in the recruiting process.

Rachel West & Anwen Cook

Contract Details

Resources Provided for Member

Telephone/Voicemail
Computer
Work Space
Agency Email
Internet Connectivity

If the AmeriCorps member is asked to travel, is your organization prepared to provide mileage reimbursement or another option for travel?

Yes

I have reviewed and acknowledge the prohibitive activities, located in the Guidance included with this application, for AmeriCorps members.

Yes

Please provide a brief description of your plan to orient the member(s) to your site, community and service.

At the Literacy Council, the member will receive hands-on orientation to all aspects of the program by the program director. We will work our way through a structured checklist of orientation items already used on previous members, and aim to finish them within the first two weeks of service. The member will have ready access to support once they begin completing tasks independently.

A similar, hands-on orientation will occur with the Asset Building program.

Does your organization agree to provide the necessary data to the AmeriCorps member and Chelan Douglas Community Action Council?

Yes

Are employees of the your organization represented by a labor union?

No

Is any portion of the Member Placement Fee being paid by Federal funds?

No

Does your organization agree to provide the necessary support the member needs in their recruitment of volunteer efforts?

Yes

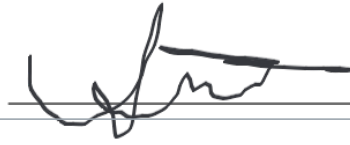
Does your organization agree to pay the match cost of the member(s) requested?

Yes

**Does your organization acknowledge the deposit agreement listed above?
Please send a check to CDCAC, 620 Lewis Street, Wenatchee, WA 98802 upon the submission of this application.
Please note the checks purpose as IMAC DEPOSIT.**

Yes

**By signing below, you acknowledge
having read the Application Quick
Guide and Program Details before
submitting this application for review.**

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, positioned above a horizontal line.