

# *One year. One position. Many hats. Overwhelming results.*

## **Life after AmeriCorps: Transferable Skills through National Service**

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In one short year, it's amazing to see the **transformation** that occurs in the lives of the AmeriCorps members and the communities in which they served. One of the most evident examples is through the development and growth – and demonstration of – many **marketable and transferable skills strengthened or acquired through service**. A service term will present you with many successes and challenges. All will provide you with new experiences that will *push you to the top of the list as employers look for during the recruitment process*.

The following skills listed below are those gained or further developed through one year of service with the Indiana Reading Corps – a children's literacy tutoring program. As you review these skills, you'll notice the universal nature of them and how they might be applied in other service/professional experiences in the future.

### **Volunteer Management and Supervision**

- Recruiting tutors; volunteers for events; donors for projects
- Training tutors/volunteers to work with children in an appropriate way
- Retaining and motivating tutors/volunteers throughout the academic year
- Acknowledgement and recognition of a job well done

### **Conflict Resolution**

- Dealing with difficulties that may have arisen between a tutor and student; between you and your supervisor; between the program and the school administration; etc.

### **Report Writing and Data Analysis**

- Monthly and quarterly reporting to track your progress throughout the year
- Collecting and organizing necessary data for reporting purposes; developing collection tools; maintaining files and up-to-date information

### **Time Management Skills**

- Coordinating numerous tutor schedules with each new academic semester
- Coordinating your own schedule between visiting tutoring sites; writing reports; tutoring children; attending events; and expanding your professional development

### **Event Planning**

- Detailed and long-term planning of literacy fairs, parent workshops, and/or other service events
- Actively involved and coordinated one-time volunteers and community partners
- Solicited donations (material, time, effort, space, etc.) for event

### **Community Networking and Collaboration**

- Worked with local school administrations, teachers, community members, governments, sports figures, other AmeriCorps organizations, etc.

### **Resource and Product Development**

- Forms, pamphlets, flyers created

- New games and ideas for motivating tutors and kids
- Resource sharing via listserv; literacy fair resources developed

### **Marketing and Advertising**

- Creating informational packets for community partners, parents, schools, media
- Working with the media – press releases, media advisories, interviews, newspaper

### **Programmatic Evaluation**

- Evaluating statewide program
- Developing and analyzing tools for students, teachers, schools, community partners to solicit feedback on training, programming, events, etc.

### **Public Speaking**

- Presenting to parents, community members at events/workshops
- Training the Reading Coaches model to tutors, volunteers, school administrators, campus constituents, recruitment events

### **Working with Multiple Constituencies**

- You've worked with elementary school teachers, principals, and other administrators, parents of children, community members, elementary age children, higher education students, faculty and staff, and more!

### **Computer Competency**

- Microsoft Windows 2000 or XP (Word, Excel, Publisher, Power Point)
- Utilizing internet to obtain new resources
- Listserv management and correspondence

### **Professional Development/ Skills Training (3 events)**

- Where did you seek personalized training? What skills did you learn to enhance your development throughout the year?