**WRITING FELLOWSHIP JOB DESCRIPTION**

Deep Center is a registered 501(c)(3) nonprofit that provides free, fun, and rigorous writing workshops for public school students in Savannah, Georgia. We use creative writing, art, and culture to help young people connect their learning to their lives, and their lives to their communities. We do this by meeting our young authors where they are-- at their joys, unique funds of knowledge, and community literacies to celebrate who they are, challenge them to express themselves powerfully, and support a critical awareness of how their stories intersect with their neighborhood block, their city, and the world beyond.

Deep’s Writing Fellows are enthusiastic, experienced writer-mentors with expertise in and a passion for creative writing, who volunteer with Deep’s Young Author Project to help Savannah’s youth tell their stories with skill and confidence. The Writing Fellows plan and lead eleven writing workshops with an assigned co-Fellow, in an assigned Savannah public middle school. Fellows attend a two-day training session prior to the start of the program. Eleven 75-minute workshops take place once-per-week, after-school, generally between the hours of 2:30 and 5pm.

SPECIFIC RESPONSIBILITIES

* Attend a two-day training in September (for fall) or January (for spring)
* Plan with a partner weekly, for 11 weeks
* Co-lead a 75-minute workshop weekly, for 11 weeks
* Comment thoroughly on student writing weekly, for 11 weeks
* Compile and edit student work at the end of the 11-week series for publication
* Attend Deep Speaks, the semester's culminating book launch and reading, and cheer on your published authors

QUALIFICATIONS

* Strong skills in oral and written communication
* Responsible, reliable, respectful of partner, arrive on time, take ownership of workshop
* Independent, curious, problem-solving attitude
* A love of reading and writing
* Time commitment of at least 5 hours weekly

POLICIES

Please review our FAQs, especially the Policies section, on bit.ly/2AAHcmp. Some key points are highlighted here:

* Communication: Deep’s primary method of communication is email. Please make it a priority to check your inbox *at least* once every few days and be responsive.
* Attendance: Writing Fellows commit to be present for all workshops. This is a commitment to your youth, not just Deep. If you absolutely must miss a day, contact Deep staff at least one week in advance. It is your responsibility to plan with your partner to prepare for your absence.
* Observations: Deep staff members will periodically observe your workshop to evaluate and give supportive feedback. You may request an observation at any time, and you are encouraged to observe other workshops, too.
* Required Background Checks and Drug Screening: The Board of Education mandates that all Writing Fellows must pass these free tests in order to volunteer at an SCCPSS school.