



Family RESOURCE CENTER SHEBOYGAN COUNTY

Job Description

Literacy Council Coordinator

Literacy Council

Reports to: Executive Director

Position: 30-40 hours/week, exempt employee

Position Summary: The Literacy Council Coordinator will support the current one-on-one tutoring program in partnership with other program staff. The Literacy Council (LC) program trains volunteer tutors to work one-on-one with adult learners who have goals of learning and/or enhancing their English language skills.

Program Essential Duties and Responsibilities:

- Maintain Literacy Council procedures and forms, in partnership with other program staff.
- Recruit potential tutors and students, maintain communication with tutors and students.
- Coordinate tutor training:
 - Market and communicate with prospective tutors
 - Plan and prepare materials for tutor trainings, in partnership with other program staff
 - Provide technical support for virtual trainings
 - Lead portions of presentation when appropriate and necessary
- Coordinate student evaluations.
- Learn how to evaluate students using TABE-E and partner with other volunteer evaluators to complete these evaluations.
- Assess compatibility of students/tutors to ensure successful match; support learning pairs to maintain satisfaction.
- Support learning pairs by providing curriculum instruction and teaching materials, access to resources, and connection to support when appropriate.
- Maintain tutor engagement through planning development opportunities, tutor appreciation activities, roundtables, and cafés, and other opportunities for tutors to connect and grow.
- Engage with literacy community and keep tutors informed on best practices.
- Partner with other program staff and Executive Director to assess needs and enhance programming when needed.

Other Duties and Responsibilities:

- Update Literacy Council marketing materials and resources as needed.
- Contribute to monthly Family Resource Center e-newsletter
- Work with community partners to strengthen program (LTC/Mead Library/Wisconsin Literacy).
- Represent the Literacy Council at speaking opportunities/events.
- Attend Volunteer Center Network meetings and update volunteer opportunity postings.

- Pick up and drop off tutor/evaluation materials at drop-off sites, as needed.
- Other duties as assigned.

Qualifications:

Education and/or experience

- Associate's degree required, bachelor's degree preferred, or equivalent experience in education, communication, marketing, or related field is required.
- Access to reliable and insured vehicle and ability to travel for meetings within Sheboygan County. Must hold a valid WI driver's license and carry full insurance coverage.
- Must submit to a criminal background check, drug test and TB test.

Knowledge, Skills and Abilities

- **Experience in reading or literacy instruction preferred.**
- Strong written and oral communication skills; able to communicate effectively with individuals and groups.
- Ability to work independently and be self-motivated.
- Strong presentation skills/experience.
- Strong organizational and data management skills.
- Ability to plan, implement, and evaluate programs.
- Ability to establish and achieve program goals and objectives.
- Skills in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Benefits

- Flexible schedule
- 15 days of vacation, prorated first year, available after probationary period
- Holiday pay
- Matching 403(b) up to 3%
- Health Reimbursement Account, employer funded to support medical expenses
- Parental Leave

To Apply:

Send cover letter and resume to cfrank@frc-sc.org.