



LITERACY COORDINATOR

DEFINITION

To establish and meet goals necessary for the recruitment of adults and volunteer tutors for Library Literacy Service; to establish and meet goals necessary for the training and matching of tutors with adult learners.

SUPERVISION RECEIVED AND EXERCISED

General direction and supervision provided by Library Services Director. Exercises direct supervision over assigned Literacy staff and clerical positions.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by job class, not an all inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Recruit adult learners and volunteer tutors.
- Screen volunteer tutors and receive adult learners into program.
- Assign tutors and students in working pairs.
- Prepare grant applications as required.
- Assist Library Services Director in budget preparation and implementation.
- Locate and coordinate tutoring sites.
- Supervise and evaluate student/tutor progress periodically.
- Participate in tutor workshops, in-service training and special events.
- Liaison with Literacy Council and referral agencies.
- Regular and consistent attendance.

OTHER JOB FUNCTIONS

Assist Literacy Council in coordinating fund raising activities.

Complete reports as needed.

Perform related duties as assigned or needed

QUALIFICATIONS

Knowledge of:

Literacy techniques and materials.

Skill to:

Work effectively with volunteers and adult learners.

Communicate clearly orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Maintain effective and successful liaison with volunteer support group (Literacy Council).

Computer literacy is a desirable skill.

Education and Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these abilities would be:

Education:

Bachelor's degree with emphasis on education and community development.

Experience:

One year of experience working with volunteers and/or adult learners.

Council Action: 12/19/00