

Wilkes Literacy Adult Tutor Coordinator Job Description

Weekly Hours: 12 to 14 Hours Per week. This position is considered a contract position. The position is flexible, but at least two-thirds of the weekly hours should be in-person. Preferable in-person time is Monday and Tuesday morning. Occasional Wednesday needed. Scheduling can be discussed with the Executive Director.

This position reports to the Executive Director

Start Date: Mid-March 2024

Duration: 12 Months. This contract position may be continued if funding allows.

Objective: The Adult Tutor Coordinator will support Wilkes Literacy's Adult Tutoring Program and Health Literacy Program.

Essential Functions:

- Create a roster of current students with their personal goals and review goals quarterly with both students and volunteer tutors.
- Maintain weekly communication with students and tutors concerning upcoming schedule changes.
- Communicate every week with volunteer tutors about tutoring sessions and student needs.
- Support volunteer tutors by introducing tools and resources as needed from Wilkes Literacy's library and digital tools.
- Recruit and support volunteer tutors, and present new ways to make the tutor onboarding process successful.
- Represent Wilkes Literacy at occasional public events and festivals, as needed.
- Assist the Executive Director in researching new ways to add students to Wilkes Literacy's programs.
- Serve as a substitute tutor as needed. Tutoring sessions usually last no longer than an hour.
- Assist the Executive Director by providing a list of resources needed for the adult tutoring and health literacy programs. Help keep the curriculum library stocked.
- Provide educational support and insights as needed for students who are "stuck" or struggling with a new concept.
- Train volunteer tutors to use the health literacy curriculum with their students.
- Assist the Executive Director with annual surveys for both tutors and students.
- Assist the Executive Director with the Wilkes Literacy Gingerbread House Festival the first weekend of December.
- When in the office, assist the Executive Director by setting up tutoring rooms and welcoming volunteer tutors and students. Clean up tutoring rooms when tutoring is finished.

Knowledge, Skills, and Abilities:

- Compassion for the population served by Wilkes Literacy.
- Knowledge of tools and strategies to assist individuals with learning disabilities.
- Ability to network in Wilkes County to promote Wilkes Literacy's programs and locate places where Wilkes Literacy can serve.
- Excellent communication skills.
- Basic computer skills and proficiency with both Google applications and Microsoft Office.
- Proficiency with Zoom. Wilkes Literacy has virtual students that use Zoom weekly.

Work environment: Wilkes Literacy's office is located in the United Way building on C Street in downtown North Wilkesboro. The building is shared office space between four community nonprofits. Adult tutoring may also take place at the Wilkes County Library, Millers Creek United Methodist Church, Wilkesboro Baptist Church, and Skyview Community Center in the North Wilkesboro Housing Authority. The Adult Tutor Coordinator is not expected to travel to each location every week but will be expected to check in with tutors every week.

Physical demands: This job will require bending, sitting, lifting, and driving.

Education and Experience:

- An undergraduate degree in the field of education is preferred.
- Experience in adult basic education is preferred.
- At least three years of experience in teaching basic reading skills is preferred.
- Spanish-speaking skills are preferred.

Additional eligibility qualifications:

- Candidate must pass a criminal background check
- Candidate must possess a valid NC driver's license

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice. If the position is offered and accepted, contract terms will be signed in a separate document between the Adult Tutor Coordinator and Wilkes Literacy.

Classification: Contract Position

Hourly Pay: Commensurate with experience

Wilkes Literacy is an equal opportunity employer.

Resume and cover letter should be emailed to wilkesliteracy@gmail.com by Monday, February 26.