



Growing a Literate Community

Volunteer Coordinator Job Description

The Adult Reading Center seeks a skilled and professional individual to fill the position of Volunteer Coordinator.

The position is available January 5, 2015.

Organization Description:

The mission of the Adult Reading Center is to transform lives through education.

The Center is the only professional community-based literacy provider in our service area that utilizes volunteer tutors to support its mission of providing instruction at no charge to adults with limited literacy skills. From a launch in 1987 with 3 learner/tutor pairs, the Adult Reading Center has achieved steady, managed growth over the last 27 years to 5 full-time and 4 part-time staff, 6 part-time instructors, and over 150 volunteers assisting adult learners each year. The Adult Reading Center is an economic incubator and a complete service center using a comprehensive approach that will take an adult learner from learning to read, write and speak English to obtaining a GED and a job earning a living wage while becoming contributing members of our community.

Position Description:

The Volunteer Coordinator is an integral part of the Executive Team. This position involves various duties which include working with the Chief Operating Officer to develop outreach activities to increase the number of volunteers involved at the Center and the Marketing and Outreach Committee to implement the marketing strategy for the organization. The Volunteer Coordinator reports directly to the Chief Operating Officer.

Essential Duties and Responsibilities:

Regular duties include the following, but other duties may be assigned:

1. Recruit volunteers for general office duties and as tutors
2. Maintain a list of volunteer opportunities
3. Host a minimum of two volunteer orientations each month, one in the morning and one in the evening
4. Host a tutor training workshop – Barton, basic or ESL – a minimum of twice per month
5. Provide support, information and on-going training opportunities to volunteer tutors
6. Match tutors and adult learners by offering both one-to-one and small group instruction

7. Provide tutors with instructional materials and guidance
8. Maintain contact with volunteers and adult learners on waiting lists
9. Provide intense support to new matches during their probationary period (first 12 hours)
10. Provide caring responsive attention and support to adult learners and tutors throughout their match time
11. Host a tutor gathering at least quarterly to share ideas
12. Conduct tutor observations on a monthly basis
13. Prepare accurate statistical and narrative reports describing program services
14. Monitor adult learner progress testing
15. Schedule learner progress testing a minimum of twice per year
16. Maintain a working relationship with other community organizations and agencies
17. Attend community outreach functions to recruit volunteers
18. Maintain listings of volunteer opportunities on listservs and websites
19. Assist in preparation of reports
20. Perform other duties as assigned

Qualifications:

- Bachelors degree a plus
- Educational education and experience
- Strong ability to prioritize multiple tasks
- Must have flexible work schedule including some evenings and weekends
- Ability to work independently and as a team member
- Excellent organizational skills
- Proficient in Microsoft Office and social media platforms
- Excellent interpersonal and intercultural communication skills

Salary & Benefits:

The Volunteer Coordinator position is a part-time, non-exempt position (20 hours per week). This position is eligible for benefits and reimbursement of expenses according to the organization's employee handbook. Salary is \$12/hour.

To Apply:

Send resume and cover letter to the following email address or fax number:

jobs@adultreadingcenter.org

281.485.3473

No phone calls, please.

Only short-listed candidates will be contacted.