

LITERACY PROGRAM COORDINATOR

DEFINITION

To plan and implement literacy activities within the community including recruiting and training volunteer tutors, interviewing prospective students and matching them with tutors, and providing counseling and follow-up services for volunteers and students.

DISTINGUISHING CHARACTERISTICS

This position works closely with Library management personnel to develop and administer an adult literacy program in the City. After a suitable training period, it will function independently with only occasional direction. In addition to knowledge of the field, it requires strong administrative skills combined with interpersonal sensitivity and tact and the ability to speak in public.

SUPERVISION RECEIVED AND EXERCISED

This position receives general supervision from the Supervising Librarian II and provides supervision to clerical staff.

ESSENTIAL DUTIES

1. Provides intake and placement services to students and volunteer tutors of the literacy program.
2. Coordinates and conducts tutor orientations, training and in-service meetings.
3. Plans and implements recruitment activities for students and tutors including outreach through community organizations, letters, notices and newsletters.
4. Maintains accurate and timely files on program and program participants.
5. Seeks alternate funding, including the development of grant applications, and the planning and implementation of other fundraising events.
6. Prepares quarterly project reports required under grant agreement and related reports as needed.
7. Prepares and monitors program budget, including administration of grant funds.
8. Attends and participates in local Literacy Council meetings, Bay Area Literacy (BALIT) meetings and services on Literacy Council committees.
9. Designs and coordinates publicity for the Literacy Program and Program activities including volunteer recognition activities.

ESSENTIAL DUTIES (continued)

10. Provides counseling and conflict resolution services to tutors and students.
11. Keeps Library staff informed of status and activities of the Literacy Program.

OTHER JOB RELATED DUTIES

1. Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- A. Adult literacy programs.
- B. Social service agencies' roles in the community.
- C. Office management methods and procedures.

Ability to:

- D. Perform long range planning and budgeting.
- E. Compile data and prepare statistical and narrative reports.
- F. Analyze situations accurately and adopt an effective course of action.
- G. Supervise others.
- H. Counsel and evaluate training needs.
- I. Work a flexible schedule including evenings and weekends.
- J. Skill in interpersonal relations with many types of people.
- K. Skill in oral communication with individuals and with groups including making public presentations.

Ability to (continued):

- L. Skill in written communication to prepare grant applications, news releases, reports and correspondence.

EXPERIENCE AND TRAINING

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

Experience:

One year of experience working in a literacy program, teaching, library work or community service program similar to the Literacy Program. Experience working with community groups and organizations is desirable.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in social services, literacy training, education, library science or closely related field.

SPECIAL REQUIREMENTS

Essential duties require the following physical abilities and work environment: Ability to work flexible hours, evenings and weekends, use telephone equipment, access a personal computer and give oral presentations to City staff, students, volunteer tutors and the general public.

PROBATIONARY PERIOD: One Year

623CS94

June 1986

Revised February 1994

APP GROUP: 4

FPPC STATUS: Non-Designated

FLSA STATUS: Exempt

MLC:nk