



## **Whatcom Literacy Council ALP Coordinator Job Description**

**Hours:** 20-25 hrs/wk, 10 months.  
10 hrs/wk, July & August.  
Some evenings or weekends required.

**Rate:** \$15-17/hr DOE.

**Reports to:** Executive Director

### **RESPONSIBILITIES:**

1. Evaluate prospective students in basic literacy to determine learner's skill level, needs, and goals. Write up evaluation to include background information, assessment results, learner goals and recommended instructional strategies and material.
2. Interview and screen potential volunteers.
3. Develop, coordinate and facilitate all Adult Literacy Program tutor trainings.
4. Coordinate match between learners and tutors in a timely manner.
5. Gather and maintain detailed information about safe, public tutoring sites around Whatcom County.
6. Meet learner and tutor, if possible, at their first session to make introductions.
7. Support pairs throughout their tutoring experience with appropriate instructional materials, monthly communication and coordinating assistance.
8. Maintain database and paper files on all learners and tutors including matching information, learner progress, materials used, issues, etc.
9. Compile data and prepare reports, provide statistics necessary to maintain our various funding sources.

10. Collaborate with educational partners ( i.e. WCC, BTC, Goodwill) to place tutors in a classroom at the request of an instructor.
11. Coordinate the distribution, collection and database entry of *Classroom Information Forms* for tutors placed in a classroom.
12. Communicate and work in a positive manner with English Language Learning (ELL) Coordinator, Small Group Coordinator, Executive Director, Administrative Assistant, volunteer staff and agency partners.
13. Write articles for the monthly newsletter as assigned.
14. Help with Open House, Trivia Bee, Literacy Breakfast and other organizational events and activities, as needed.
15. Actively participate in regularly scheduled staff and program meetings each month. Provide updates on the ALP program and engage in agency discussions.
16. Recruit both learners and volunteer tutors by collaborating with community partners (i.e. WCC, BTC, Goodwill, WorkSource, etc.) and offering informational presentations to potential learners.
17. Instruct ALP small groups if necessary. This would also include assessing individual needs, creating lesson plans and record keeping.
18. Research best practices in adult literacy and participate in professional development opportunities.
19. Other duties as assigned .

**QUALIFICATIONS:**

1. BA in education or human services or two years experience in adult basic education.
2. Ability to assess student's literacy needs and to write lesson plans accordingly.
3. Ability to work in a busy setting with no privacy and stay on task.
4. Ability to use Microsoft Office and Google computer applications.
5. Accurate record keeping abilities; detail oriented.
6. Excellent verbal and written communications skills.

7. Ability to prioritize.
8. Enthusiastic and outgoing, enjoys working with and helping people.
9. Ability to take direction and work independently.
10. Good listening skills.
11. Patience and flexibility.
12. Demonstrated teamwork skills.
13. Excellent follow through and timely work.
14. Experience working with diverse populations.

#### **DESIRED QUALIFICATIONS:**

- Masters degree in Adult Basic Education or related field.
- Experience with curriculum development tailored to specific student groups.
- Work experience utilizing Spanish or other languages.
- Nonprofit work experience.
- Experience with the Washington State Learning Standards and CASAS appraisal system.
- Ability to utilize statistics as a tool for highlighting student and program achievement.
- Strong interest in basic academic skills and adult education issues and challenges, and a desire to keep up with current topics and advocacy issues.
- Experience teaching numeracy or basic computer skills to adults.
- Bilingual in Spanish and/or Russian.

#### **HOW TO APPLY:**

Submit a cover letter and resume and three references to [director@whatcomliteracy.org](mailto:director@whatcomliteracy.org) with "ALP Coordinator" in the subject line. Position open until filled. See our website [www.whatcomliteracy.org](http://www.whatcomliteracy.org) for more information. EOE.