

Adult Volunteer Literacy Program Assistant – VOCAL AmeriCorps

Centro Romero's Adult Education Department is looking for an individual to support our Adult Volunteer Literacy Program. This entry level position will primarily be responsible for tutor recruitment, support, and retention, as well as teaching in an adult ESL classroom. This position is 35 hours a week with evening hours required and is a VOCAL AmeriCorps position. AmeriCorps membership includes:

Full-Time Member - 1700 hours --Sept. 1, 2011-Aug 31, 2012

- Bi-weekly living allowance based on \$12,100 a year
- Health insurance and (income-based) child care
- Student Loan Forbearance & Interest Accrual Waiver
- Initial, in-service and hands-on "job" training
- Post service educational award of \$5,550.00

SUMMARY

Assist the Adult Education Coordinator to run the volunteer tutoring program. Responsibilities include tutor recruitment and support, matching, and record keeping.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit volunteer adult literacy tutors: via Craig's list, idealist.org, Chicago Reader on-line, local community colleges and universities, and various neighborhood fairs & events
- Build and maintain relationships with tutor and students in the program
- Teach an adult ESL class
- Respond to all queries from potential tutors via email, phone, or personal contact in a timely manner
- Schedule and conduct tutor orientations
- Register tutors for Literacy Works trainings
- Facilitate new tutor/learner matches
- Be the agency liaison for Northside Literacy Coalition
- Ensure tutor has a mailbox available to them to receive updates
- Provide ongoing support and problem solving assistance for tutoring pairs

- Aid in selecting materials and directing tutors to appropriate resources
- Enter relevant data into database and provide Adult Education Coordinator and Data Specialist with data
- Conduct initial basic skills and literacy assessments
- Conduct post-tests of adult learners
- Plan and implement tutor recognition activities (newsletter, awards, events...)
Assist with upkeep/organization of ESL Library
- Serve as a one-on-one tutor and/or small group tutor for adults as time permits
- Maintain records of tutoring sessions, including hours and goal achievements
- Communicate with Adult Education Teachers regarding their students' tutoring matches and provide updates
- Understand the data collection needs of the program and relevant funding sources

QUALIFICATIONS

Good oral, written and interpersonal communication skills

Ability to work independently and take initiative

Experience teaching second language learners

Flexibility

Experience in the not-for-profit, education, adult education, or community development field a plus

Previous volunteer experience required

Bilingual Spanish preferred

EDUCATION

Bachelor's degree and interest in Education preferred.