

## The Brunner Literacy Center Job Description

**Job Title:** Program Coordinator (Shiloh Springs)

**Date:** 4/5/2022

**Reports to:** Program Manager

**Directly supervises:** Volunteer tutors

**Classification:** Fulltime, exempt

### **PURPOSE**

(Describe primary accomplishments, products and services, who benefits from them and how.)

The Program Coordinator is responsible for the administration, development, implementation, and ongoing evaluation and improvement of the four literacy programs at the Brunner Literacy Center on Shiloh Springs Rd. These programs are Alternative Basic Education, GED, English Language Learning, and Continuing Education. This person is responsible for both administrative management and educational leadership. The program coordinator creates a positive, accepting, and inclusive environment for students and tutors, and supervises and supports the tutors to optimize student learning. As the overall site coordinator, this person is responsible for opening and closing the building.

### **GENERAL DESCRIPTION**

(How would you describe the job to someone who has never done it? The main function of the job may or may not be the one in which the most time is spent)

The Program Coordinator ensures that learning teams have the tools, resources, and support to succeed. This means overseeing intakes, selecting tutors, creating educational plans that include instructional materials, communicating these plans with the learning teams, and offering ongoing support. The program coordinator conducts ongoing skill level assessments and ensures that each learning team is making appropriate progress.

This Program Coordinator represents the BLC to students, tutors and other visitors. This team member takes the lead on creating a welcoming, inclusive, equitable, and safe environment for students, tutors, volunteers, and visitors. This person must treat each individual with dignity and respect.

### **SPECIAL CONDITIONS**

(Altered work schedule, environmental conditions, travel, use of personal automobile, etc.)

The Brunner Literacy Center is a small non-profit with diverse and changing needs. The Program Coordinator must be able to multitask while keeping student needs at the center of focus. This person must be on time to open the site daily. Occasionally, this role will require flexing the usual work

schedule to allow for other scheduled events, such as special programs, graduations, training, and other events.

### **ESSENTIAL DUTIES**

(What do you have to be able to do to achieve the desired results of the job? Include leadership and management responsibilities for positions that involve supervision of others and through appropriate communication.)

- Ensure that the center is open on time and ready for students
- Ensure that the center is closed appropriately, with security settings in place
- Arrange intakes and schedules for new and returning students
- Conduct intakes when volunteer assessment specialist is unavailable
- Help recruit, train, and support tutors
- Match students with tutors to create learning teams, and supervise and support these teams to optimize student learning and success
- Develop student education plans and support tutors in implementing the plans
- Conduct regular skill level updates
- Work with Office and Data Coordinator to record student progress and files on Apricot, the Student Activity Tracker and other tools
- Support the Program Coordinator to plan tutor orientation and continuing education workshops
- Speak to community groups and organizations about the work, mission, and needs of the Brunner Literacy Center and its sites as needed
- Continue professional development through appropriate conferences, workshops, online tutorials, observations and research
- Serve on appropriate Board Committees as requested by the Executive Director

### **MINIMUM REQUIREMENTS**

(What is required to perform essential duties?)

- Bachelor's Degree or equivalent in experiential learning
- Classroom teaching, individual tutoring, or other educational experience
- Comfort supporting tutors, especially in math and science
- Ability to speak to various audiences
- Effective administrative and writing skills
- Ability to be on time, especially in mornings to open the site
- Commitment to seeing the dignity in each student
- Commitment to education, literacy, and serving the underserved
- Working knowledge of Microsoft Office
- Knowledge of Google apps and internet programs