



Coordinator: Literacy Volunteers of Waldo County

Position Overview for Job Applicants

The Coordinator's primary responsibilities have a twofold focus that includes (1) volunteers and (2) students. Volunteer coordination includes recruitment, training, placement, support and retention of volunteers, as well as monitoring volunteer satisfaction and providing recognition. Student coordination includes outreach, placement, retention and support.

Essential duties and responsibilities:

- Develop and implement program goals and strategies that effectively support students and volunteers
- Recruit students and volunteers through a variety of outreach means, including print and social media and community connections
- Frequent communication with volunteers to convey appreciation, ensure responsiveness to anticipated and present needs, and to ensure program fidelity
- Provide effective leadership to the LVWC Advisory Committee and Waldo Reads Together committee to guide program development and ensure program goals are met.
- Establish and maintain collaborations with a variety of organizations at the local, county and state levels including the leaders of schools, local social service agencies and statewide literacy volunteer affiliate organizations.
- Participate in community events and efforts that provide outreach to target populations, including families.
- Conduct routine intake activities that include completion of forms, tutor/student interviews, student assessments and matching tutors with students.
- Coordinate and provide training for prospective tutors and in-service professional development for tutors on a regular basis through efforts that include monthly gatherings.
- Maintain data on tutor/student activities, including monthly updates on volunteer hours, volunteer schedules and the annual ProLiteracy report.

Qualifications:

Education and Experience

- Bachelor's degree, ideally in education or literacy-related studies
- Program development including creating, planning, implementation and evaluation of various program initiatives and activities
- Program outreach using a variety of strategies, including social media and community partners

Demonstrated Skills and Qualities

A self-starter with

- A passion for making a difference in the lives of literacy learners and volunteers
- A dedication to the power of books, reading and education to make a vital difference
- A demonstrated capacity to work both independently and collaboratively
- Effective, engaging and diplomatic communication skills, both verbal and written
- Competence and ease with building community among volunteers seeking connection through common literacy interests
- Ability to develop and strengthen relationships with volunteers, learners and a variety of stakeholders
- Strong organizational and time management skills
- Fluency with Microsoft Office products

Benefits & Work Schedule: The Coordinator is a part-time position, up to 24 hours/week. Office hours are flexible and determined in collaboration with Program Director and according to program needs. Stipend is \$22/hour with five paid days off per year.

Reports to: Director, Belfast Adult Education

Application Process:

1. Provide a cover letter describing your interest in Literacy Volunteers of Waldo County.
2. Provide a resume detailing your experience and expertise in its relevance to the Coordinator position.
3. Provide three professional references with contact information.

Please send all information to:

Darrell Gilman, Director, Belfast Adult Education, PO Box 39, Belfast, ME 04915 or dgilman@rsu71.org