



## **Adult Literacy Volunteer Coordinator Job Description**

**IAC Mission:** The Indo American Center (IAC) addresses the needs of South Asian immigrants as well as people from more than thirty countries around the world. IAC provides services that facilitate their adjustment, integration, and friendship with the wider society, nurture their sense of community, and foster an appreciation for the diversity of culture and heritage.

Under the supervision of the **Education Program Manager**, the **Adult Literacy Volunteer Coordinator** will be responsible for the following:

### **SUMMARY:**

- Recruit and train volunteers for the IAC adult literacy and ESL program.
- Recruit adult ESL and literacy students.
- Cultivate partnerships and participate in collaborations to secure additional resources and support for students, volunteers, and the program.
- Maintain records and ensure program compliance.

**STATUS:** Non Exempt Regular Part Time – 20-24 hours a week. Salary range: \$17-20/hour, depending on experience.

### **RESPONSIBILITIES:**

1. Recruit volunteer tutors through a variety of creative outreach methods.
2. Research and identify additional external volunteer training such as those offered by Literacy Works as well as other organizations.
3. Train volunteer tutors directly through demonstrations in a classroom setting.
4. Provide mentoring opportunities from more experienced tutors to new volunteers.
5. Pair adult learners with suitable volunteer tutors for one-on –one basis or in a small group(s) pending on need and experience level of student and tutor.
6. Develop a system for tracking and pairing students and volunteers.
7. Ensure volunteer tutor retention through appreciation events, relationship cultivation, and incentives.
8. Recruit and register students.



9. Maintain records for reporting requirements including attendance and improvement.
10. Conduct field trips to the local Chicago Public Libraries and other educational venues to help with student literacy, comprehension, and civic engagement.
11. Attend all the relevant meetings and workshops pertaining to Adult Literacy Programs being conducted by (NSLC) North Side Literacy Coalition; Literacy Works; (CLA) Chicago Literacy Alliance; and (SOS) Secretary Of State etc., and by other affiliations.
12. Prepare success stories and nominate the prospective volunteers and/or students for appropriate awards.
13. Create lesson plans when required, help the teachers, monitoring the classes by teachers and volunteers occasionally.
14. Conduct pre and post tests of all students.
15. Support students and volunteers in identifying and achieving personal literacy goals.
16. Substitute teach classes on an as needed basis where there are absences or gaps.
17. Ensure program goals and reporting compliance for all funding sources.
18. Other related duties as assigned.

#### **QUALIFICATIONS:**

- Bachelor's degree in English, Education, or related field preferred.
- Certification in TESOL/TEFL/TESL preferred.
- Excellent spoken and written English language skills.
- At least one-year successful experience teaching adult literacy, GED, or ESL classes, preferably in a community-based setting.
- Ability to develop lesson plans that responds to clients' needs, empowers participants, and fulfills specific grant requirements.
- Computer skills including Google Workspace (docs, sheets, slides) and database.
- Commitment to refugee and immigrant advocacy.
- Willingness to work flexible hours including evenings and weekends.
- Ability to work effectively with diverse program participants and staff.
- Respect for others' experiences, opinions, language, values, culture, and knowledge
- Ability to stay organized and prioritize a high volume workload;
- Able to work from home via computer, phone etc.

IAC is an equal opportunity employer. Please forward resume, cover letter, and list of three professional references submit to: Human Resources at [jobs@indoamerican.org](mailto:jobs@indoamerican.org)

Deadline for Submission: **October 29th, 2021**