

CITY OF REDWOOD CITY LITERACY TUTOR-STUDENT COORDINATOR

DEFINITION

To promote the awareness of a volunteer-based Literacy Training Program for adults in the City of Redwood City; to recruit and train volunteers; to recruit and place students; and to serve as an advisor and resource to volunteer tutors.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Literacy Program Director.

Exercises direct supervision over volunteer staff.

EXAMPLES OF DUTIES

Assist trainers to develop teaching methods appropriate to the program.

Assist in recruiting students and volunteer tutors for the program.

Select and purchase materials for use by volunteer tutors in teaching students enrolled in the program.

Interview potential students, make preliminary assessment of their reading level; assign to appropriate tutors.

Interview potential tutors, arrange for their training; assign students caseload.

Consult with volunteer tutors individually and in groups to answer their questions and help them resolve difficulties which they may encounter.

Monitor students' progress with tutors and keep records of volunteer hours worked.

Provide expert advice and support to volunteer tutors regarding teaching methods, appropriate materials, ways to deal with student problems, etc.

Work with Program Director to promote Literacy Program in the community by making presentations to groups and at meetings.

Contribute to publicity vehicles such as brochures, flyers, newsletters, etc.

Establish various locations where literacy training can occur.

**CITY OF REDWOOD CITY
LITERACY TUTOR-STUDENT COORDINATOR (*Continued*)**

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods for and practices of teaching adults to read.

Principles and practices of recruiting and training volunteers.

Curriculum appropriate for teaching adults to read.

Techniques for assessing reading abilities and for measuring an increase in reading abilities.

Ability to:

Recruit volunteers, plan their teaching, and oversee their ongoing work.

Communicate clearly and concisely with individuals of various backgrounds.

Be sensitive to the needs of adults whom the program will serve.

Promote interagency cooperation in the support of Literacy Program development and implementation.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience in adult education with emphasis on teaching reading; experience in working with volunteers in any context.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, particularly adult education, human services, social sciences or a related field.

CITY OF REDWOOD CITY
LITERACY TUTOR-STUDENT COORDINATOR (*Continued*)

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Special Requirements:

Bilingual ability may be required of some positions.

Effective Date: April, 1988

Bargaining Group: Service Employees' International Union - Local 715