

Sample Position Description

Title: ESL Conversation Club Coordinator

Department or Team: Literacy Program

Responsible to: Adult and Family Literacy Program Coordinator

Works With: Literacy program staff (paid and volunteer) and clients/students

Description of Role: This position enhances the library's services to English language learners by overseeing and implementing volunteer-led Conversation Clubs. By providing this service this position enhances the library's position as an essential community agency. The Club Coordinator will also have the satisfaction of knowing that he or she has changed lives, and brought a much-needed service to library clients.

Primary Responsibilities:

- Select, develop and lead a multi-talented team to enhance the library's English Conversation Clubs.
- Develop additional curriculum materials for English Conversation Clubs.
- Expand the library's role as an important community agency and become familiar with local adult education schools/resources.
- Increase the community's awareness about library services, programs and use of resources.

Secondary Responsibilities:

- Complete initial and ongoing training for Conversation Club Coordinators.
- Meet monthly with each Conversation Club leader/team member.
- Track attendance at Conversation Clubs
- Log hours spent planning and conducting Conversation Clubs
- Report any concerns or conflicts with other Conversation Club staff to Volunteer Coordinator.

Skills/Qualifications Needed:

- Knowledge and experience in the field of English language learning or another teaching discipline.
- High degree of initiative and creativity.
- Ability to develop and work with a team.
- Leadership skills.
- Experience in using Microsoft Office, internet and e-mail.

Desired Experience:

- Previous experience with adult education.
- Previous experience creating or running programs, or organizing projects.

Training:

Initial training and orientation will be provided, as well as additional support and training to be developed as the program grows.

Time Commitment:

12 month commitment. Time per week flexible as determined by goals and objectives.
Additional time spent meeting with Conversation Club leaders/team members.