

SLO LITERACY COUNCIL VOLUNTEER JOB DESCRIPTION

Position Title: Learning Center Director

Purpose: To organize and manage a Literacy Council Learning Center which supports tutors and learners, so that an effective educational program will take place.

Responsible to: Program Coordinator

Qualifications:

- Good planning and organizational skills
- Interested in and enjoys relating to a variety of people
- Dependable, flexible, patient, and optimistic
- Tutoring experience desirable
- Appreciation for volunteers imperative

Hours Required: Five to 10 hours per week. (Center Directors are encouraged *not to* tutor.)

Length of Commitment: Center Directors are asked to make a minimum commitment of one year.

Major Responsibilities:

1. Serve as the liaison with the host institution in which the Learning Center is located.
2. Coordinate and oversee tutoring activities in the Learning Center.
 - Welcome tutor trainees, new learners and visitors; match tutor trainees with mentor tutors and new learners with tutors.
3. Supervise and support tutors:
 - Oversee assessment process for new learners and on-going evaluation for continuing learners.

(over)

- Conduct regular tutor meetings to share information and support.
 - Help integrate tutors into the life of the Learning Center; maintain a positive environment for social interaction among tutors and learners; and encourage participation in Literacy Council activities.
 - Conduct entrance/exit interviews with tutors.
 - Develop and maintain a yearly calendar of Learning Center activities, including biannual learner recognition events.
 - Serve as the liaison to the Literacy Council for independent tutors who are in the area of that Learning Center.
 - Stay current with tutor training materials and information; attend a minimum of two *Tutor Connections* each year.
4. Maintain communication with the Program Director regarding changes in scheduling, and tutor and program needs.
5. Attend Center Director Meetings or send an alternate.
6. Maintain tutor/learner records or supervise Assistant Director/Record Keeper in those and other responsibilities as outlined in that job description.
7. Help recruit volunteers to assist with Learning Center activities, e.g., photographer/historian, librarian, Literacy Council newsletter reporter.

Rewards:

- The joy of contributing to a program that is dedicated to helping people learn, grow, and become full partners in society.
- The experience of organizing/administering a literacy program.
- Increased skills in leadership, management, and supervision.