

Literacy Volunteers of the New River Valley

Adult Basic Education Program Coordinator (part-time, 20 hours per week)

Review Date: June 24, 2022

Start Date: As soon as available

Reporting to the Executive Director, this position will be responsible for the launch of a Foundational Skills Training Program in partnership with New River/Mount Rogers Workforce Development Board (NRMRWDB) to help local adults achieve career goals, as well as supporting adult basic education programs throughout the New River Valley with a focus in the Radford/Pulaski area, in accordance with LVNRV's mission.

Outreach and External Relations

- Coordinate with New River/Mount Rogers Workforce Development Board and other program partners to develop a plan to deliver instructional programming to meet student needs to achieve workforce goals and to meet Workforce Development Board objectives;
- Act as liaison among community stakeholders and employers to build relationships to further LVNRV's mission within the region;
- Participate in development of program partners to plan and provide new programs (classes, small groups, one-on-one sites, drop in programs, family literacy workshops) to meet client needs, increase referrals, and provide wraparound services to help students overcome barriers to participation.

Program Development and Management

- Identify and prioritize program needs within assigned service areas;
- Participate in program development and implementation including development and evaluation of performance standards, delivery/development of partners and sites, volunteer staffing and training, and curriculum;
- Train, retain, support, guide, recognize, and implement other strategies with volunteers and learners to increase retention and positive outcomes;
- Set up and learn how to use Foundational Skills curricula;
- Work with WDB to develop innovations and structures to promote program completion;
- Develop systems to provide needed student documentation to WDB and LVNRV;
- Develop individualized learning plans to guide student through Foundational Skills program;
- Become TABE certified and administer the TABE as a pre- and post-assessment for participants;
- Using program curricula, develop and implement lesson plans, instructional activities, and incentives that facilitate student learning and program completion;
- Facilitate and coordinate volunteer-supported computer-based learning for the Foundational Skills program, tutoring in person and/or virtually, and classroom instruction, as appropriate;
- Develop and teach GED preparation, digital literacy, and English for speakers of other languages classes as needed in the community with a focus on the Radford/Pulaski region;

- Demonstrate a high level of flexibility for emerging programs and understand that there are many unknown elements including timeline of instruction, classroom location and/or virtual option, number and education level of students;
- Monitor and assess student progress and needs on an ongoing basis;
- Implement strategies to develop a community of learners and to facilitate relationship development between instructor and students and between students;
- Collect, record and report all necessary information related to students in a timely manner;
- Coordinate and communicate with program supervisors and partners as needed.

Volunteer Management

- Engage in specific outreach activities to recruit volunteers and learners;
- Provide oversight for volunteer tutors and students within assigned programs;
- Manage volunteers to enable individualization of instruction.

LVNRV Program Support

- Participate in in staff planning meetings and collaborate with other Program Coordinators to ensure open communication and adequate program administration;
- Provide support to LVNRV staff implementing programs, including student/tutor recruitment activities, tutor training, student assessment, tutor support, curriculum research, implementation of strategies to improve student retention and positive outcomes;
- Provide data management for assigned programs and activities, including data collection and entry and updating tutor/student database to show instructional hours and outcomes;
- Participate in professional development opportunities to advance knowledge and skills contained in this job description and deemed necessary to achieve LVNRV objectives.
- Other duties as assigned by the Executive Director.

Knowledge/Skills Experience

Demonstrated experience teaching adults learners

Ability to provide instruction in person as well as virtually

Creative and innovative with strong self-starting initiative

Strong communication skills

Good computer skills, including comfort using computer-based instructional programs

Demonstrated ability to work independently and remotely

Ability to work cooperatively and to collaborate with others

Work effectively with diverse populations

Provide personal vehicle for field work (position involves travel throughout NRV with mileage reimbursement)

Energy and enthusiasm and FLEXIBILITY

Ability to work in Pulaski one day per week

Compensation

\$20 per hour, 20 hours per week (\$20,000 annually)