



**Job Title:** Navigator for Adult students (Basic Literacy or English Language Acquisition Students)  
**Reports to:** Nancy Siner, Adult Basic Literacy students  
Jennifer Stanowski, English Language Acquisition students  
**Status:** Volunteer, As Needed

### **POSITION SUMMARY**

If you enjoy work one-on-one with others, mentoring others and doing research, you might enjoy being a navigator for adult students. Navigators are responsible for helping students discover and get settled in their employment or educational next steps after participation in one of the Literacy Connects Adult Programs. Volunteers work as needed, with some times being very busy with mentoring, research and meetings, and other times having no student assigned.

### **ESSENTIAL FUNCTIONS**

- Build a relationship with the student based on genuine interest as well as mutual trust and respect
- Research options for a student's next steps, which could include education or employment goals
- Assist the student in getting documentation, preparing for job fairs/interviews, enrolling in programs, or getting started in a program, based on their individual needs
- Report back to appropriate program staff on progress, challenges and successes

### **QUALIFICATIONS**

- Prior attendance at a Literacy Connects Info Session.
- Attend either Adult Basic Literacy OR English Language Acquisition training
- Must be familiar with the students and program via observations and, preferably, tutoring
- Positive, patient and self-motivated
- Ability to take initiative to follow up on resources available in the community.

**Hours:** Variable and flexible; many students need to meet evenings and weekends if they have family or job obligations.

**Interested? Attend a Literacy Connects Info Session:** <http://literacyconnects.org/volunteering/>  
**Still have questions? Contact Nancy at** [nsiner@literacyconnects.org](mailto:nsiner@literacyconnects.org) **or Jennifer Stanowski at** [jstanowski@literacyconnects.org](mailto:jstanowski@literacyconnects.org)

**Website:** [www.literacyconnects.org](http://www.literacyconnects.org)