



Job Title: ELAA Tutor Liaison for Literacy Connects (ELAA = English Language Acquisition for Adults)
Reports to: Program Director, English Language Acquisition for Adults (ELAA)
Status: Volunteer position/Internship with stipend

POSITION SUMMARY

The ELAA Tutor Liaison works to ensure the smooth functioning of the English language classes at Joyner-Green Valley library and acts as a communication link between library staff, tutors and Literacy Connects staff. Ideally, the Liaison will be a volunteer tutor or assistant in the classes, who acts as a team “lead” for the program. The position should only require an average of 1-2 hours per week of coordination tasks outside of the class time and will vary slightly depending on session needs.

Classes run on a semester schedule from late September to early May (Wednesdays 5:00-6:45pm and Thursdays 9-11:00). There will be regular communication with Literacy Connects ELAA staff via phone and email. Required travel to the Literacy Connects office in Tucson will be minimal and mileage will be reimbursed.

ESSENTIAL FUNCTIONS

- Stay in regular communication with Literacy Connects ELAA staff and library staff
- Communicate with tutors in a timely manner regarding program information and updates
- Maintain a substitute tutor list
- Troubleshoot if/when tutors are unable to be at the class due to illness or emergency (e.g., find a sub, combine groups, etc.)
- Notify Literacy Connects ELAA staff when a tutor leaves the program and needs to be replaced and/or when additional tutors are needed to meet students’ needs
- Welcome and orient new tutors to the classes
- Ensure that class resources are stocked and available for use in the classes
- Help coordinate registration logistics 2-3 times per year (September, January and March)
- Administer and return paperwork to Literacy Connects via email or regular mail, such as registration forms, and student surveys

QUALIFICATIONS

- Enjoys being part of a team to achieve shared program goals
- Excellent written and verbal communication skills; bi-lingual English/Spanish a plus
- Ability to use a computer and comfort with different software, including Excel and Google applications
- Organized with careful attention to detail
- Ability to maintain confidentiality with sensitive information
- Ability to make a minimum one-year commitment
- Be at least 18 years old
- Initial attendance at a Literacy Connects Information session and on-line background check are required; ELAA teacher training and professional development is also available at no cost if desired.

Compensation: \$2000 stipend per school year for both classes (\$250 per month for 8 months).

Hours: Classes are on Wednesdays from 5:00-6:45pm and Thursdays from 9-11:00 at the Joyner-Green Valley library located at 601 N La Canada Dr, Green Valley, AZ 85614. Literacy Connects is open 9 am to 5 pm, Monday to Friday and is located at 200 E. Yavapai, Tucson, AZ 85705.

Send resume and letter of interest by 5pm on January 5, 2018 to: jstanowski@literacyconnects.org

Website: www.literacyconnects.org