

Children's and Family Literacy Program Coordinator

The Literacy Center (TLC) is Northern Arizona's only privately funded adult education facility, serving a diverse population throughout Coconino County. With our team of 180 volunteers, we serve over 550 community members with literacy-related and professional needs. We offer ESL and GED classes, one-to-one tutoring, a drop-in computer lab, literacy classes at the local jail, and a new program for young readers at FUSD schools, "Raising Readers." This new staff position will be primarily responsible for overseeing the expansion and development of "Raising Readers" and will promote TLC's mission of "literacy for all."

Job Description: This new position will consist of three main parts:

1. Oversee TLC's new initiative to offer literacy support for children at elementary schools in Coconino County. This year, TLC piloted a literacy support curriculum called "Raising Readers" for 1st grade students at Thomas Elementary School. This program has been met with enthusiasm from Flagstaff Unified District. This new position will help TLC expand the program to other local schools by the fall of 2020.
2. Oversee the development of an onsite childcare program to support our adult learners in the evening, allowing them more opportunities to attend classes.
3. Help facilitate and develop community partnerships to build a family literacy program.

Responsibilities:

- Sustain TLC's current "Raising Readers" program while organizing, implementing, and supporting expansion efforts to other local elementary schools.
- Recruit, train, observe, and support volunteers at all "Raising Readers" school sites.
- Foster and maintain TLC's current relationship with Flagstaff Unified School District through consistent and prompt communication and outreach.
- Help plan, organize, and implement the necessary programmatic steps to begin offering onsite childcare at TLC for adult learners.
- Recruit, train, and supervise volunteers for onsite childcare.
- Develop age appropriate literacy-based activities for the childcare room.
- Keep childcare room clean, organized, and inviting.
- Foster and facilitate existing and new community partnerships to establish and grow a family literacy program.
- Be familiar with and supportive of all TLC programs.

Qualifications:

- Bachelor's degree in Early Childhood Education, Elementary Education, or related field (preferred) and at least 3-5 years working with children in a school/childcare/community setting.
- Willing to be innovative, creative, and strategic in the implementation/expansion of new programs.
- Experience scheduling, supervising, and coordinating volunteers.
- Knowledge of developmentally appropriate childcare standards.
- Must be comfortable working with children, families, and school administrators.

- First aid and CPR certified (can be completed within the first 30 days of hire).
- Complete required background checks.
- Have reliable transportation.
- Bilingual English/Spanish preferred.
- Must be available Tuesday, Wednesday, and Thursday from 11 am – 7 pm. Flexible hours on Monday also required.

Salary: \$30,000

Please send resume, cover letter, and three professional references to Dianna Sanchez, Executive Director, at dianna@thinkliteracy.org

Deadline to apply: April 10, 2020