

# GREAT FUTURES START **HERE.**



**BOYS & GIRLS CLUBS**  
OF MUNCIE

<b>TITLE:</b>	Literacy Coordinator
<b>PROFILE SOURCE:</b>	Afterschool Program
<b>DEPARTMENT:</b>	Programs Staff
<b>REPORTS TO:</b>	Director of Programs
<b>FLSA STATUS:</b>	Part-time 35-40 hours
<b>STARTING WAGE:</b>	\$13.50 Hourly
<b>HOURS:</b>	10:30AM – 6:30PM

**OUR MISSION:** To inspire and enable all young people, especially those who need us most, to reach their full potential, as productive, caring, and responsible citizens.

## **PRIMARY FUNCTION:**

The development and delivery of literacy programming for grades K-8<sup>th</sup>. The position will consist of literacy program planning and tracking of member engagement and understanding. The Literacy Coordinator will develop age-appropriate learning activities that will enrich members' academic ability and prepare them to meet state English literacy standards. Must have a background in literacy education or in pursuit of education in the field.

## **KEY ROLES (Essential Job Responsibilities):**

### **Program Development and Implementation**

1. Create an environment that facilitates academic excellence;
2. Develop educational content;
3. Oversee entire literacy program including data collection; and data tracking for Cayan Software
4. Effectively implement and administer literacy programs with Youth Development Professionals during Power Hour programs.
5. Organize and lead small-group literacy programs as needed.

### **Communication**

6. Communicate effectively via written and oral reporting with the Director of Programs & Site Directors.
7. Communicate with Youth Development Professionals daily on the needs of youth.
8. Work closely with children.

## **ADDITIONAL RESPONSIBILITIES:**

1. May be required to drive Club van.
2. Will be scheduled as needed to pick-up afterschool members

## **RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

**External:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree Required or in pursuit or in pursuit

- Experience in working with children
- Evidence of skills in programming, organization, curriculum development, communication, advising, and program development
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications

**PREFERRED QUALIFICATIONS:**

- Bachelor’s Degree in education or teaching certificate strongly preferred
- At least one year of a graduate assistantship or professional experience in program administration or teaching
- General knowledge of and experience working with at-risk populations
- Demonstrated experience in organization planning, program development, project management and supervision based on the developmental needs of young people
- Strong communication skills, both verbal and written
- Group leadership skills, including an understanding of group dynamics

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Please evaluate and describe any physical skills, abilities or working conditions required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

**The following statements regularly apply to the position:**

- Employee is occasionally required to return to work in emergency situations on an on-call basis
- Employee is required to possess a valid driver’s license and must be insurable on company policy
- Required to travel to other Boys & Girls Club units & sites within the community using personal motor vehicle
- To accomplish the position functions, individual is required to work:
  - o Irregular hours - Occasionally
  - o Afternoons/Evenings - Regularly
  - o Weekends - Occasionally

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: \_\_\_\_\_  
                                 Incumbent  Date

Approved by: \_\_\_\_\_  
                                 Supervisor  Date

Reviewed by: \_\_\_\_\_  
                                 Chief Executive Officer  Date