



NC LiteracyCorps Member Service Description – Full Time

Reports to: Executive Director

Position Summary: The NC LiteracyCorps Member is responsible for recruiting tutors and students, orienting tutors, supporting volunteer/student retention and recognition activities, and increasing community awareness of literacy needs.

Description of Duties:

Recruit Volunteer Tutors

- Maintain volunteer opportunity listings and seek new sites to list volunteer opportunities
- Participate in volunteer fairs to present the Literacy Council’s volunteer opportunities
- Plan and implement additional creative tutor recruitment methods
- Provide timely communication to prospective volunteers
- Conduct volunteer orientations
- Check volunteer references

Provide Tutor Support

- Assist Literacy Council staff members in developing a monthly e-newsletter
- Assist program directors in planning semi-annual pot-luck celebrations
- Conduct exit interviews as tutors leave the program

Recruit Adult Education Students

- Deliver “Student Recruitment Packets” to organizations/businesses whose adult clients/employees may have low literacy skills
- Develop a method to reach out to churches and empower them to refer adults in need of basic literacy skills to the Literacy Council

Promote Student Success

- Complete both the Adult Education and English for Speakers of Other Languages tutor trainings. If available, also complete the Augustine Project tutor training
- Become a tutor in at least one of the three programs
- Develop community partnerships to build a support system for students

Manage Dolly Parton’s Imagination Library Literacy Activities

- Recruit enrollment of low-literate, low-income, and high needs families
- Manage enrollment data on the waiting list and in the Book Order System

Literacy Council of Buncombe County

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- Conduct early literacy workshops for parents of enrolled children

Increase Community Awareness

- Pursue tv, radio, and print media coverage of program services, volunteer opportunities, and information for prospective students
- Utilize the Literacy Council's website, Twitter, Facebook, and Pinterest to increase community visibility and promote AmeriCorps activities. Explore new opportunities for web-based interaction
- Solicit opportunities for team members to present to civic groups and make presentations when appropriate
- Collaborate with community organizations to assist with events involving volunteers when appropriate
- Plan and implement national identity day observations

Qualifications:

- A deep commitment to providing educational opportunities to economically disadvantaged adults and youth and/or those who are from other cultures
- Professional image in terms of personal presentation, communication, and punctuality
- Excellent interpersonal skills with the ability to work effectively with staff, volunteers, and members of the community
- Outstanding written and oral communication skills
- A working knowledge of office technology including Microsoft Office suites
- Ability to work independently and collaboratively
- Creative, strategic thinker with excellent organizational skills and ability to track deadlines
- Available to work occasional evenings