

**Adult and Family Literacy Site Coordinator
Job Description**

Seeking a bilingual candidate to support the mission and purpose of the English as a Second Language (ESL) Program offered by the Gunnison County Libraries Center for Adult and Family Education (CAFE). This position coordinates key program components at Gunnison Community Schools. This position will work with the CAFE Program Director, Teachers, Students and Volunteers.

QUALIFICATIONS:

- Ability to work with diverse populations
- Computer Literate
- Bilingual preferred, but not necessary
- Experience working in a family literacy environment
- Demonstrated responsiveness and sensitivity to cultural differences.
- Ability to work independently.
- Strong organizational and time management skills.
- Monthly meetings of one hour in person required with the Directors and staff. Remaining hours are onsite during class time.
- Strong verbal and written communication skills
- Arrive on-site 30 minutes prior to the start of classes and prepare rooms and materials for ESL classes.
- Collect attendance for recordkeeping.
- Oversee the collection of registration fees and distribution of textbooks.
- Facilitate volunteer shadowing and guidance for role basics.

DUTIES AND RESPONSIBILITIES:

- Set up sign in desk, greet adult students and their families, and assist them in getting to class.
- Oversee program operation onsite at Gunnison Community School, in accordance with the School and Library District's policies and procedures.
- Maintain a welcoming atmosphere at all times and be available for questions from students, teachers, volunteers and childcare workers.
- Assist in publicizing the ESL program to potential clients. Provide information to potential students on-site.
- Record information and assist with outreach.
- Aid in the collection of survey and other data for program effectiveness.
- Ensure compliance with Gunnison Community School building policies and procedures.

TERMS OF EMPLOYMENT: Part time- 5 hours per week. Mondays and Wednesdays 5:30 pm to 8 pm-excluding school holidays. September 13, 2017-December 18, 2017.

COMPENSATION: \$16.05 - \$17.20/hour DOE

HOW TO APPLY: Submit a cover letter and resume to Mary Burt c/o CAFE 307 North Wisconsin Gunnison, Colorado 81230 by September 1st at 5pm or email to mary@gunnisoncountylibraries.org



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