



Center for Adult and Family Education

Job Title: Coordinator, Center for Adult and Family Education (CAFE) Program

Pay Range: This is a 9 month part-time 20 hour/week nonexempt position earning \$18.00 to \$25.50 per hour DOE.

JOB OVERVIEW

Develop and implement programs and services that support adult basic literacy, and English language learners (ELL) programming for the Gunnison Valley; supervises part-time temporary instructors and childcare specialists; recruits, trains and supervises volunteers for ELL tutoring and adult basic education instruction and for the childhood classrooms. Evaluate program effectiveness and implement changes as needed. Provides direct service to CAFE clients as an instructor, tutor, and administrator as required. Works with Library District administration to plan, prepare, and administer a budget that meets the goals of the program. Works with Library District administration to write grants and fund-raise to securing additional funding support for the program.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Gunnison County Library District Executive Director.

SUPERVISION EXERCISED

Part-time temporary instructors, work study students, childhood classroom educators, and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages the Center for Adult and Family Education program.

Implements literacy program that provides the greatest good to the greatest number of students, while striving to eliminate barriers to program participation, e.g., hires highly qualified staff, offers level appropriate classes, chooses a good time and location for classes, arranges for individual tutors if warranted, keeps student fees low, and provides childhood classroom education.

Designs and implements civic, cultural, and practical educational experiences for new United States residents. Examples include driver's license testing, introductions with the law enforcement community, understand state and local governmental agencies, and citizenship education.

Publishes timely flyers, brochures and other information that advertises program offerings, including bilingual public service announcements to local newspapers.

Collects student information consistent with requirements of CAFE including information that may be required by outside funding agencies.

Helps recruit, trains and supervises part-time temporary instructors, work-study students, child-care workers, and tutors for ESL, ELL, GED, and ABE teaching.

Works with Library District administration to plan and implement strategies and actions for gaining non-Library District funding for the program, including fundraising campaigns and grants. Managed the reporting requirements for non-Library District funding.

Advocates on behalf of CAFE by giving presentations and maintaining contacts with community stakeholders, grant makers and donors.

Works with the Library District administration to develop an annual budget for CAFE and monitors revenues and expenditures to assure fiscal control.

OTHER DUTIES

Attends periodic conferences and workshops related to the services of the program.

Works with local organizations to assess and plan for programs that will help meet the need for adult and immigrant education in the valley, e.g., the Gunnison County Multicultural Resource Office, the Department of Human Services, and the Colorado State Workforce Center.

Works with the library director to raise awareness of library services that are available to non-English speakers.

DESIRED MINIMUM QUALIFICATIONS

Education and experience:

- A) High school diploma or equivalent. Bilingual preferred. Spanish language skills strongly preferred.
- B) Prior experience with volunteer supervision and program management.

Necessary knowledge, skills and abilities:

- A) Flexibility to adapt to new situations and challenges, ability to work with a diverse group of people.
- B) The successful candidate will speak fluent Spanish and provide supervised employees, students and the program with vision, practical consistency, community outreach and moral support. They will be reliable, creative, kind, and able to grow the program.
- C) Ability to prepare and analyze reports; ability to independently initiate and carry out projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with students, staff, volunteers, library director, and the general public; ability to efficiently and effectively administer a useful literacy program.

The position is open until filled.

To apply please submit a resume and cover letter to District Human Resources at 307 N Wisconsin Street Gunnison, CO 81230 or via email to amanda@gunnisoncountylibraries.org.