

JOB DESCRIPTION
NOTTOWAY COUNTY LITERACY PROGRAM DIRECTOR
3/2024

SUMMARY: The Director has overall responsibility for the Nottoway Literacy Program including administrative and financial management, recruitment and training of tutors, recruitment and monitoring of students, outreach and liaison with literacy and local organizations as well as serving as spokesperson for the program.

The Literacy Director reports to the Literacy Program Board of Directors and to the Director of Nottoway County Libraries. The Literacy Program is part of the County Library System.

HOURS

20 hours per week

RESPONSIBILITIES

1. Administrative

- Manage the budget to maximize resources
- Initiate and manage grants
- Maintain accurate and timely records on tutors and learners
- Initiate and maintain contact with Literacy organizations
- Keep Literacy office space well organized and inviting
- Remain current on innovative and effective learning methods and tools
- Handle own correspondence

2. Volunteer Tutors

- Recruit volunteer tutors to ensure ample coverage to meet needs
- Organize and manage tutor training to meet the needs of interested tutors to include becoming a certified tutor trainer with ProLiteracy
- Ensure tutor abilities and student needs are compatible
- Act as liaison between tutor and students
- Provide ongoing support and communication to tutors

3. Students

- Recruit students (adult learners, GED candidates and ESL students) using all organizational and individual resources possible to reach those who might benefit from the program
- Answer inquiries promptly
- Conduct student assessments and interviews and match students with compatible tutors
- Conduct regular learning assessments of students and share results with tutors

4. Outreach/Marketing

- Initiate and maintain relationships with local, state and national literacy organizations
- Maintain membership in and make presentations to local civic and business organizations to build support for and understanding of the Literacy Program
- Ensure local industries and businesses are aware of the services of the Literacy Program for their employees
- Develop advertising and public relations materials to promote the Literacy Program
- Present an annual report each June to the County Board of Supervisors

5. Board and Volunteers

- Develop annual objectives and a 2-yr Strategic Plan with Board approval
- Present an annual report to the Board and volunteers (fall annual meeting)
- Organize Board of Directors meetings (*5-6 a year*)
- Organize annual meeting each fall
- Work with nominating committee to appoint officers, Board and committees and attend Board of Supervisors meetings when Board members are appointed
- Recruit volunteers, as needed
- Serve as an ex-officio member of the Friends of Literacy Board

6. QUALIFICATIONS

- Computer skills (Microsoft Office Suite, email, internet, social media)
- High school diploma or equivalent
- Experience in managing budgets and working with people