



BOYS & GIRLS CLUBS
OF THE FOX VALLEY

Position Title:	Literacy Program Coordinator	Rev. Date:	February 28, 2019
Department:	Youth Development	Classification:	Non-Exempt
Reports To:	Senior Director of Youth Development Services	Location:	Appleton, WI
Incumbent:		Signature:	

Position Summary

The Literacy Program Coordinator serves as a resource and is responsible for the planning, development and oversight of literacy programming, most specifically the Page Turners Literacy Program. This position will provide essential leadership in evolving and maintaining an excellent literacy program for the Boys & Girls Club members of the Fox Valley targeting members who require remediation of their reading skills.

Position Responsibilities

- Deliver measurables in a wide range of reading assessments, analysis of reading assessment data, and reading intervention programming.
- Work cooperatively and collectively with Unit Directors and school staff to ensure instructional programs and services are coordinated and are administered uniformly and equitably.
- Work supportively and jointly with the grants manager to ensure grant requirements are being met and reported on.
- Provide support in the identification and implementation of instructional practices, delivery systems, and formative assessment that maximize member's growth in reading.
- Stay current on research and best practices in the area of reading pedagogy.
- Assists with the recruitment of reading tutors for the Page Turner's Literacy Program.
- Trains volunteers for the program with the assistance of the Volunteer Coordinator.
- Works closely with paid tutors and volunteers to implement the program.
- Plan and assist with Literacy Focused family engagement activities
- Collect, analyze and report data in regard to Page Turners program.
- Must be able to effectively evaluate programs and make program recommendations or changes based on the success of the programs.
- Assist in special events, fundraisers or program events.
- Other duties and responsibilities as assigned by the Senior Director of Youth Development Services.

Qualifications - requiring a majority combination of the following:

- Bachelor's Degree in Education preferred
- Elementary classroom experience with a reading certification or license preferred
- Deep knowledge of reading, writing and literacy development
- Advanced knowledge of some or all of the following: child and adolescent development, behavior management techniques, principles of effective youth development programming
- Experience in facilitating, developing and implementing youth development programs
- Strong written and verbal communication
- Passion for youth development and mission of the organization
- Ability to communicate effectively with young people from diverse backgrounds, ages 6-18, parents and other organizational personnel in a courteous and professional manner
- Demonstrated leadership skills and the ability to motivate and inspire
- Ability to work independently and efficiently