

Position Announcement—December 2021

## **YOUTH LITERACY DIRECTOR**

Literacy Together

Asheville, North Carolina

### **The Organization**

Literacy Together has been serving the Buncombe County area for 35 years with a mission to transform lives and communities through the power of literacy. Our vision is a just and equitable community in which literacy is accessible and achievable by all.

We serve students in four core programs: Adult Literacy, Youth Literacy, English for Speakers of Other Languages (ESOL), and Dolly Parton's Imagination Library®. Detailed information about each program is available on our website at [www.lit-together.org](http://www.lit-together.org).

### **Youth Literacy Director Position Summary**

We are seeking an experienced and passionate candidate to serve as the Youth Literacy Director. The program provides specialized training to volunteer tutors to work with K-5<sup>th</sup> grade students who are behind grade level in reading. We prioritize students of color by working in collaboration with two local after-school programs---Youth Transformed for Life (YTL) and Christine W. Avery Learning Center.

Students in need of a tutor are identified by their classroom teacher, Title I reading specialist, parent, or the after-school program director. Each student receives instruction two hours a week, using evidence-based Wilson Reading/Orton-Gillingham learning principles, combined with multi-sensory reading games and activities. Students receive a pre-and post-test to measure their reading progress. Classroom teachers and after-school staff collaborate with tutors to share testing information and observations about the student's strengths, challenges, and progress.

Literacy Together piloted a summer camp reading initiative last summer in collaboration with YTL. We hired young adults, primarily youth of color, for paid internships to be trained as tutors for the young campers in Grades K to 5. Our goal is to make the summer paid internship an annual event, and potentially expand it to a year-round program.

### **Duties and Responsibilities**

- Develop a relationship with program directors of YTL and Christine W Avery after-school programs to facilitate the selection of students for the program and create a collegial atmosphere for the tutors to become part of the learning team.
- Conduct volunteer tutor training multiple times per year. Introduce new tutors to the after-school program where they will serve and ensure they get off to a smooth start, including pre-testing their students and maintaining accurate and timely tutor logs.
- Provide ongoing support as needed with lesson planning or supplemental materials. Conduct periodic in-services for tutors on topics of interest and/or that need reinforcement.

- Monitor quarterly tutor logs and ensure proper record keeping is maintained on both students and tutors as well as accurate records for all pre- and post-testing. Provide summaries of tutor hours and testing data as needed for the Literacy Together board and for grant reporting.
- Develop and maintain a resource library at each after-school site and at the Literacy Together office with materials to enhance the lesson plans and enrich the quality of tutoring sessions.
- Manage the paid internship program for the summer sessions, including interviewing and hiring interns, providing tutor training, tracking hours, and monitoring progress.
- Provide leadership to all aspects of the program and participate as part of the core team of Literacy Together staff and volunteers to further our mission.

### **Desired Qualifications**

- Extensive experience with Wilson Reading/Orton-Gillingham principles and other phonics-based literacy programs
- Experience as a K-5 educator or tutor
- Demonstrated proficiency as a trainer or facilitator
- Strong verbal, written, and interpersonal communication skills
- Proficiency with Google Suite and Microsoft Office
- Experience with students who have learning disabilities and differences
- Familiarity with trauma-informed practices and adverse childhood experiences (ACES)
- Experience working or volunteering in community programs

### **Compensation and Hours**

This is a 40 hour/week position with a salary of \$40,000. The salary can be prorated to a 30 hour/week position if preferred. Literacy Together offers a flexible work schedule and a generous time off package.

### **Application Process**

To apply please send a resume with a cover letter describing your interest and qualifications. Submit both by email to: [jobs@lit-together.org](mailto:jobs@lit-together.org) using the subject line: "Youth Literacy Position" plus your last name. ***No phone calls please.*** Applications will be accepted until the position is filled. ***Literacy Together is an equal opportunity employer. Candidates of color are especially encouraged to apply.***