

Position Announcement

Youth Literacy Program Director, Literacy Together
Asheville, North Carolina
November 2024



Transforming Lives Through Literacy
Formerly Literacy Council of Buncombe County

The Organization

Literacy Together has been serving the Buncombe County area for over 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 believe access to lifelong quality education is the cornerstone of a more just and equitable society, and we commit to diversity and inclusion in all aspects of our organization. We recognize that racism is a major barrier to achieving a community where literacy is accessible to all, and we serve as equal partners with students, tutors, staff, and board to help students reach their goals.

We serve students in four core programs: Adult Literacy, Youth Literacy, English for Speakers of Other Languages (ESOL), and Dolly Parton's Imagination Library®. For more information about Literacy Together, please visit the website at lit-together.org and [watch this 5-minute video](#). Literacy Together is an equal opportunity employer committed to recruiting a diverse pool of qualified candidates for the position.

Youth Literacy Director Position Summary

We are seeking an experienced and passionate candidate to serve as the Youth Literacy Program Director. The program provides specialized training to volunteer tutors to work with K-8th grade students who are behind grade level in reading. We prioritize supporting students of color by working in collaboration with multiple after-school and summer camp programs in Buncombe County.

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.

In addition to recruiting volunteer tutors, Literacy Together hires young adults for paid internships. Interns are trained to tutor K through 8th grade youth throughout the year, and are provided with multiple professional development workshops throughout the course of their internship.

Duties and Responsibilities

- Develop a relationship with program directors of Youth Transformed for Life, Christine W Avery Learning Center, YMCA & other sites within Buncombe County 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-service workshops for tutors on topics of interest and/or topics that need reinforcement.
- Provide on-site support and coaching to tutors/interns as needed.
- 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, 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.
- Provide support and supervision to the Youth Literacy Program Assistant.

Desired Experience, Skills, and Attributes

Literacy Together is committed to building an inclusive workforce and team that represents our diverse community. Candidates with a combination of most of the following experience, skills, and attributes are encouraged to apply:

- Experience with Wilson Reading/Orton-Gillingham principles and other phonics-based literacy programs
- Experience as a K-12 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 working 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 Benefits

This is a 37.5 hour/week (full-time) position with a salary of \$43,000–\$44,000, commensurate with experience.

Benefits:

- Flexible Work Schedule: Literacy Together offers a flexible schedule with the option of a partially remote workweek.
- Generous Paid Time Off: Receive 12 days of PTO in your first year, plus 16 paid holidays.
- Community Impact: Dedicate up to 2 hours per week to tutoring a student in one of our programs

Please note: We do not currently offer health or medical insurance.

Application Process

To apply, please send us your resume and a cover letter describing your interest and qualifications. Please include the names and email addresses of 3 professional references (to be contacted only if an offer is possible) and submit your application by email to jobs@lit-together.org using the subject line: "Youth Literacy Position" plus your last name. Applications will be accepted until the position is filled.

We look forward to hearing from you!