

Literacy Volunteers of Illinois, Inc.

Position Description

Title: Program Associate – Communications and Program Development - AmeriCorps Member

Function

Under the direction of the Executive Director and in collaboration with other agency staff provides support to the various programs and activities of the Literacy Volunteers of Illinois.

Position Responsibilities

- Manage, maintain and administer the agency's web site and social media accounts;
- Oversee the development and production of materials for LVI events including the -
 - SCRABBLE for Literacy Challenge
 - *On The Road to Literacy Tutor and Adult Learner Conference and Awards Presentation*
- Assist with the in-kind solicitations for prizes, food and silent auction items for LVI events;
- Maintain data bases on donated items and ensure the sending of thank you letters;
- Serve as staff to the planning committee of the annual *On The Road To Literacy Tutor and Adult Learner Conference and Awards Program*;
- Assist, as needed, with planning for the annual *Illinois Conference on Volunteer Administration (ICOVA)*;
- Participate in recruitment activities to generate volunteers for the Jump Start program and assist with other program-related PR activities;
- Serve as editor of VOCAL News;
- Serve as contributing writer and/or editor of the Jump Start program's *Eye on IYC* quarterly newsletter;
- Answer e-mail queries and provide information to individuals interested in becoming tutors especially those interested in becoming involved with LVI's Jump Start program;
- Serve as an agency representative, as requested, at coalition meetings, volunteer recruitment fairs, and similar types of meetings;
- Provide written reports on meetings attended;
- Assist as needed with administrative activities of LVI
- May conduct research on public, private and individual giving, assisting as needed with written proposal and letters to those the agency finds of interest for the Jump Start program;
- May work on special projects and initiatives;
- Provide a monthly report on all activities conducted;
- Perform other duties as assigned.

Desired Background

Bachelor's degree along with a good understanding of volunteerism and a commitment to the philosophy, mission and work of AmeriCorps and Literacy Volunteers. Volunteer experience; good interpersonal skills; and, an ability to relate to people of different socio-economic backgrounds, cultures and age groups.

Benefits

Living Allowance of \$13,992, paid bi-weekly; Education Award at Tned of Service of \$6,095; Health Insurance (100% paid)

Location – Literacy Volunteers of Illinois, 641 West Lake Street, Chicago, IL 60661

**VOCAL AmeriCorps
Literacy Volunteers of Illinois
Member Position Description**

Goal: Expand the volunteer base of community and faith-based volunteer literacy programs and increase services being offered to low literate and limited English-speaking adults and out-of-school teens in Illinois communities.

Representative tasks:

- serve as a one-to-one and/or small group tutor for adults and out-of-school teens;
- maintain records of tutoring sessions, including materials used, lessons reviewed, progress made;
- may conduct one-to-one and group orientations for new volunteers;
- may conduct basic skills and literacy assessments for adult learners;
- may assist in the matching of tutors and students;
- may assist in volunteer recruitment;
- may provide on-going communication and support to volunteers, i.e., organizing initial and in-service training and tutor exchanges, collecting data, etc. as requested;
- may plan and implement tutor recognition activities (newsletters, awards, events);
- prepare and submit monthly program reports and other reports as requested by the host site or VOCAL staff;
- attend quarterly member meetings;
- participate in Days of Service as required or requested.

Qualifications

- Two years of college minimum; Bachelor's preferred.
- Good oral, written and interpersonal communication skills.
- Flexibility and a strong sense of team spirit.
- Commitment to service and making a difference in the community and lives of others.
- Experience in non-profit, education, adult education, or community development field a plus
- Previous volunteer experience required.

Benefits

- Living Allowance of \$7,000 paid bi-weekly
- Education Award at End of Service of \$3,047.50

Locations - Various sites in the metro Chicago area.

**VOCAL AmeriCorps
Literacy Volunteers of Illinois
Member Position Description**

Goal: Expand the volunteer base of community and faith-based volunteer literacy programs and increase services being offered to low literate and limited English-speaking adults and out-of-school teens in Illinois communities.

Representative tasks:

- serve as a one-to-one and/or small group tutor for adults and out-of-school teens;
- maintain records of tutoring sessions, including materials used, lessons reviewed, progress made;
- recruit and/or assist in recruiting at least 15 individuals to be volunteers tutors;
- may conduct one-to-one and group orientations for new volunteers;
- may conduct basic skills and literacy assessments for adult learners;
- may assist in the matching of tutors and students;
- may provide on-going communication and support to volunteers, i.e., organizing initial and in-service training and tutor exchanges, collecting data, etc. as requested;
- may plan and implement tutor recognition activities (newsletters, awards, events);
- prepare and submit monthly program reports and other reports as requested by the host site or VOCAL staff;
- attend monthly training sessions every first Friday of the month and quarterly member meetings (this will entail travel for downstate members);
- participate in Days of Service as required or requested;
- may assist with resource development activities and special events; and,
- may conduct initial and in-service tutor training; and,

Qualifications

- Two years of college minimum; Bachelor's preferred.
- Good oral, written and interpersonal communication skills.
- Flexibility and a strong sense of team spirit.
- Commitment to service and making a difference in the community and lives of others.
- Experience in non-profit, education, adult education, or community development field a plus
- Previous volunteer experience required.

Benefits

- Living Allowance of \$13,992, paid bi-weekly
- Education Award at End of Service of \$6,095
- Employer paid Health Insurance (100%)

Location - Various sites in the metro Chicago area.