

# The Reading People Capital Area Literacy Coalition

## Position Overview - Adult Literacy Program Coordinator

The successful candidate will play a pivotal role in designing, implementing, and coordinating effective literacy programs for adult learners, making a positive impact on our community.

## Hours & Compensation

The Adult Literacy Program Coordinator role is projected to require an average of 16-32 hours per week. The starting compensation for this position is \$20/hour, with bi-weekly paychecks that include income tax withholding.

## Benefits

At The Reading People, we prioritize work-life balance and foster a supportive work environment that values employee well-being and recognizes the importance of time off. While this part-time position does not include traditional benefits, we offer the following time-off benefits to all our employees:

1. **Paid Holidays:** All staff members enjoy regular paid holidays, including and not limited to Memorial Day, Juneteenth, Independence Day, Labor Day, Election Day, Veterans Day, Thanksgiving, and the Holidays. These paid holidays amount to approximately three weeks of paid time off annually, with some occasions providing consecutive days off, such as around Independence Day and the end-of-year Holidays.
2. **Paid Time Off (PTO):** Year-round employees are granted 2 weeks of flexible Paid Time Off (PTO). This PTO can be requested and approved based on individual needs, ensuring flexibility in managing personal and professional commitments.

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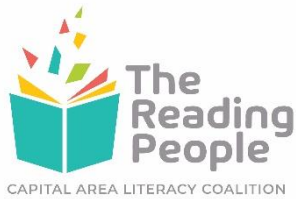
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Please note that any additional approved time off beyond the provided vacation and PTO will be unpaid.

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## Introductory / Orientation Period

Upon joining The Reading People, an onboarding/orientation period will be provided to familiarize you with our organization and its mission. Regular meetings will occur to share work progress, set targets, and receive feedback and guidance.

## Schedule

As a The Reading People employee, you will generally determine your weekly schedule based on the number of hours you are hired for. Your schedule is likely to remain consistent from week to week, primarily falling between 9 am and 5 pm from Monday to Thursday. In some cases, there may be programming scheduled on Tuesday evenings until 7:30 pm. Additionally, some events and activities may require occasional evening and weekend hours, and we will strive to provide as much advance notice as possible.

Flexibility is essential at The Reading People, and we encourage open communication with supervisors to accommodate your schedule around other commitments. We understand that life can be unpredictable, and we are committed to finding reasonable solutions that allow you to thrive both personally and professionally.

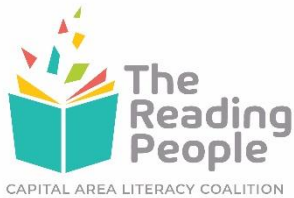
## Preferred Skills and Experience

- Bachelor's Degree: A bachelor's degree in a relevant field, such as Education, Special Education, Social Services, or a related area, is preferred.
- Relevant Industries: Experience in Education, Special Education, Social Services, Legal, Urban Planning, Healthcare, or Nonprofits is beneficial for this position.
- Adult Education or Related Field: Preferred 2 or more years of experience in adult education, literacy programs, or a related field, showcasing an understanding of adult learning principles and instructional strategies.
- Program Development and Oversight: Demonstrated experience in program development and oversight, preferably in an educational or nonprofit setting, with the ability to design and implement effective literacy programs.

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- Assessment and Report Writing: Experience conducting reading assessments and writing comprehensive reports to assess students' reading levels and provide suggested methodologies for improvement.
- Knowledge of Educational Methodology: Staying up to date on educational methodology tailored to adult learners and employing effective instructional approaches.
- Child Development and Behavioral Management: Understanding child development principles and children's behavior, which can affect adult learners' trajectories.
- Curriculum Development: Proficiency in developing engaging and interactive curriculum for adult literacy enhancement.
- Collaboration with Tutors and Resources: Experience supporting and assisting tutors working with adult learners, providing guidance and ongoing support.
- Data Collection and Reporting: Proficiency in data collection and analysis related to student progress and program outcomes.
- Tutor Training and Development: Experience leading Basic Tutor Training and refining training materials for interactive sessions.
- Event Planning and Project Support: Collaborating on event planning and supporting projects within the team.
- Nonprofit and Volunteer Experience: Preferred experience in the nonprofit sector and working with volunteers.
- Working with Diverse Populations: Demonstrated experience in working with diverse populations, particularly in low-income and culturally diverse communities.
- Communication Skills: Strong verbal and written communication skills to engage with stakeholders effectively.
- Technological Proficiency: Familiarity with using technology for program management, reporting, and communication purposes.
- Training and Supervision: Experience in training and supervision, facilitating professional development sessions for program staff.
- Public Speaking and Presentation Skills: Proficiency in delivering engaging presentations to various audiences.
- Team Collaboration and Project Support: Ability to work effectively within a team-based environment and provide support to colleagues.
- Conflict Resolution and Problem-Solving: Demonstrated ability to effectively handle conflicts, find constructive solutions, and work

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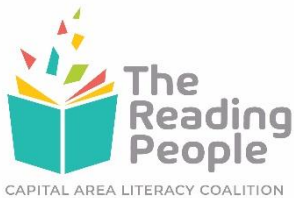
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collaboratively with team members to address challenges and achieve shared goals.

- Cultural Sensitivity: Understanding the unique needs and challenges faced by marginalized communities, fostering a welcoming and inclusive environment.
- Event Planning: Basic understanding of event planning principles and logistics.
- Flexibility and Adaptability: Ability to adjust schedules and workloads as needed to accommodate individual and program needs.

### Personal Characteristics Required

- Hardworking individual with a positive and enthusiastic attitude, demonstrating strong organizational skills, attention to detail, and the ability to handle multiple tasks effectively.
- Self-directed and independent worker, capable of taking initiative and working autonomously while keeping open communication with the supervisor for weekly check-ins and direction.
- A team player who fosters a supportive and inclusive atmosphere, complementing the staff and volunteers with kindness and respect.
- Excellent interpersonal skills, displaying empathy, compassion, and warmth when connecting with others.
- Emotionally mature, exercises sound judgment, and maintains a sense of humor.
- Demonstrates flexibility, creativity, curiosity, and adaptability, embracing new challenges with enthusiasm.
- Upholds strong ethics and brings positive energy to the workplace.
- Strong belief in the power of open and constructive communication, actively engaging in productive and supportive conversations with team members to resolve conflicts and enhance teamwork within the organization's collaborative culture.
- Ability to work collaboratively within the overall organizational structure, valuing open and productive conversations with team members and resolving conflicts constructively.

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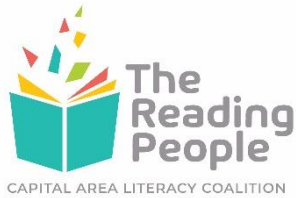
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### Physical and Mental Requirements

- Proficient in using computers and comfortable with telephone communication.
- Possession of a valid vehicle license for potential travel (if applicable).

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- Capable of lifting up to 30-35 pounds and assisting with general maintenance tasks, such as organizing and tidying spaces.
- Ability to handle the social and emotional aspects of the job successfully, promoting a welcoming and supportive learning environment.

### Position Responsibilities

Responsibilities for this position will include, but are not limited to, the following job functions:

- **Oversee and Develop Adult Literacy Program:** You will be responsible for the effective implementation of the Adult Literacy Program, ensuring that program goals are achieved, and learners' needs are met.
- **Student Assessments and Reports:** Schedule appointments with new students, conduct thorough reading assessments, and prepare comprehensive reports that include suggested methodologies tailored to each student's unique learning needs.
- **Support Student Waitlist Management:** Assist in preparing information for the student waitlist, facilitating efficient program coordination and ensuring timely assistance for learners.
- **Guidance and Support for Tutors:** Provide guidance, resources, and support to tutors working with adult learners, ensuring effective instruction and continuous student progress.
- **Continuous Learning and Program Evaluation:** Stay up to date on processes for evaluating students' reading levels and educational methodology tailored to adult learners. Conduct annual re-assessments of existing students to track progress and identify areas for improvement.
- **Data Collection and Reporting:** Collect and track data related to student progress and program outcomes. Prepare weekly, monthly, and quarterly reports and contribute to broader organizational reports and infographics for program analytics.
- **Tutor Training and Development:** Assist in training tutors to work with adult basic reading students. Contribute to the development and refinement of tutor training materials and ongoing training.

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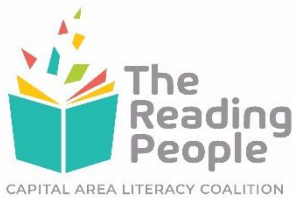
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- Event Planning and Project Support: Collaborate with the broader team on projects and event planning. Provide support in planning, coordination, and execution.
- Partnership Development: Collaborate with the team to develop and maintain partnerships with relevant stakeholders, ensuring a collaborative approach to program delivery.
- Curriculum Review and Development: Complete annual reviews of program curriculum, ensuring alignment with program objectives and student needs.
- Grant Writing Support: Provide support in grant writing efforts, including research, proposal preparation, and application submission, as interested.
- Public Speaking and Engagement: Represent the program in public speaking engagements, presentations to parents, and engagement with potential donors and supporters.
- Team Meetings and Supervision: Attend assigned staff/team meetings and planning sessions to contribute to program discussions and coordination. Meet with supervisor regularly for updates, guidance, and feedback.
- Employee Well-being and Work-Life Balance: Take proactive steps to ensure your emotional and physical well-being, managing workload to avoid feeling overworked and ensuring a healthy work-life balance.
- Flexibility and General Support: Offer general project and administrative support as needed to contribute to the overall success of the program.

This position demands flexibility, creativity, and adaptability to meet the dynamic needs of the The Reading People. Job responsibilities may be expanded or re-assigned by the Director, Assistant Director, and/or other leadership staff based on the immediate needs of the organization.

### At Will Policy

The Reading People (TRP) operates as an at-will employer, which means that the employment relationship can be terminated by either you or TRP at any time, with or without notice or cause. Both you and TRP have the freedom to end the employment relationship without the need for advance notice or reason.

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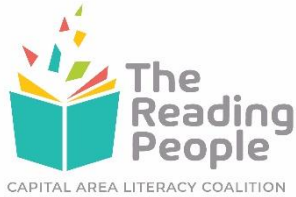
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Please note that while TRP is committed to providing a supportive and inclusive work environment, there may be instances where employment is terminated due to missed shifts or unacceptable behavior. However, the decision to terminate employment will be made with fairness and adherence to applicable employment laws and regulations.

We encourage open communication and collaboration in resolving any issues that may arise during your employment. If you have any questions or concerns, we encourage you to discuss them with your supervisor or the appropriate human resources personnel.

By continuing your employment with The Reading People (TRP), you acknowledge that you understand and accept the terms of this at-will employment policy.

### Team Culture Support

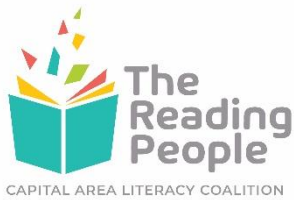
At The Reading People, we take great pride in our commitment to maintaining an inclusive and nurturing environment for both our employees and learners. As a learning organization, we embrace a culture of growth, progress, and continuous improvement. We value the following principles and expect all team members to actively contribute to our organization's culture:

1. Consistently reflect the mission and positive work of The Reading People, both on-site and within the community. Our actions and interactions should align with our mission of empowering adult learners and promoting literacy within the community.
2. Foster a unique environment and culture that embraces diversity, equity, and inclusion. We celebrate individual differences and actively work to create an atmosphere where everyone feels welcomed, valued, and respected for who they are.
3. Collaborate with all members of The Reading People staff to cultivate a supportive, communicative, and emotionally healthy work environment. We believe in open and constructive communication, where team members feel comfortable expressing their ideas and concerns.
4. Embrace a culture of continuous learning and growth. We recognize that progress is a journey, and we encourage our employees to

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embrace learning opportunities, develop their skills, and engage in professional development to better serve our learners.

5. Resolve conflicts in a supportive and productive manner. We promote respectful dialogue and teamwork, valuing the diversity of perspectives that our team members bring.
6. Uphold our core values of integrity, empathy, compassion, and excellence in all aspects of our work. These values guide us in our interactions with learners, volunteers, and each other.
7. Strive to create an environment free from toxicity, gossip, and negativity. We believe in fostering a positive and uplifting atmosphere that enhances the well-being of all team members and supports our mission.
8. Learn from evaluations and feedback. We conduct frequent evaluations to assess what is working well and identify areas for improvement. Feedback is valued and used constructively to drive positive change and innovation.
9. Embrace a culture of accountability and learning from mistakes. We believe that errors are opportunities for growth, and we don't penalize team members for making mistakes. Instead, we encourage a culture of learning from errors and using them as stepping stones to improve and enhance our programs and services.
10. Prioritize Employee Well-being: We recognize the importance of employee well-being and work-life balance. As team members, you are expected to take proactive actions to ensure your emotional and physical health and avoid feeling overworked. The Reading People supports and values your well-being.

By embracing these principles and actively participating in our organization's culture, you contribute to making The Reading People a place where learners can thrive, and team members can find purpose and fulfillment in their work. Together, we are dedicated to creating an environment where progress is celebrated, feedback is valued, and everyone is empowered to make a positive impact.

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