



Adult Literacy Lead Coordinator

Job Purpose

Working closely with the Program Manager and Senior Adult Literacy Coordinator, the Lead Coordinator is responsible for the oversight, coordination, and administration of all aspects of Foundations Learning's Lead one-to-one tutoring program, including managing adult learners and volunteer literacy coaches, training volunteers, promoting programs throughout the community, hosting coach workshops, and other adult literacy initiatives. They attend community meetings and events to recruit learners and volunteers and to strengthen referral partnerships.

Major Responsibilities

Coordinate Lead One-to-One Adult Tutoring Program

- Be aware of current literacy trends, resources and information related to needs of adult learners
- Work with the Program Manager and Senior Adult Literacy Coordinator to evaluate the outcomes of the project as established during the planning phase
- Work with the Volunteer Coordinator, Children's Literacy Coordinators, and Family Literacy Coordinators to manage the ebb and flow of volunteers and ensure the targets are being met
- Prepare training and workshop materials
- In collaboration with the Senior Adult Literacy Coordinator, train volunteer literacy coaches for the Lead program

- Screen adult learners for eligibility for the Lead program and match with volunteer literacy coaches
- Regularly review the work of volunteer literacy coaches, and provide timely support and resources on an ongoing basis
- Coordinate small group tutorials, workshops, or additional learning opportunities for adult learners and for volunteer literacy coaches
- Source and document suitable resources for Lead
- Ensure that program activities operate within the policies and procedures of the organization
- Ensure that the project deliverables are on time and at the required level of quality, and maintain regular communication with the Adult Literacy team
- If requested by the Program Manager, develop new initiatives to support the strategic direction of the organization

Volunteer and Program Participant Recruitment

- Work to recruit public and corporate volunteers in collaboration with the Senior Adult Literacy Coordinator, Volunteer Coordinator and other staff
- Establish and maintain positive working relationships with workplaces and partner agencies throughout the province for the purpose of learner recruitment
- Recruit learners and volunteers through meetings, presentations, and networking opportunities

Administrative Functions

- Monitor the program activities on a regular basis and conduct continuous and annual evaluation according to the program evaluation framework



- Administer and review policies and procedures which apply to volunteer activities to ensure they reflect the overall values and standards of the organization
- Ensure registration and evaluation data is entered into the database in a timely manner
- Maintain forms and records to document program and volunteer activities, adhering to confidentiality and privacy policies of Foundations Learning
- Write monthly reports for management; report evaluation findings to Program Manager and Senior Adult Literacy Coordinator and recommend changes to enhance the program, as appropriate
- In collaboration with the Senior Adult Literacy Coordinator, identify and evaluate the risks associated with program activities and take appropriate action to control the risks
- Other duties as assigned

Requirements

Education and Experience

- University degree in education, the social sciences, or related experience
- 5+ years' experience in adult basic education, volunteer management, program coordination, or a related field
- Experience in a similar role in a non-profit organization is an asset
- Current Criminal Record Check including Vulnerable Sector Search
- Valid drivers' license and access to a vehicle mandatory

Skills and Competencies

- Understanding and appreciation of cultural adaptation, equity, diversity, and inclusion



- Understanding of and familiarity with the Truth & Reconciliation Commission's Calls to Action
- Knowledge of adult learning principles
- Ability to monitor and assess learning progress and provide objective feedback on achievements and learning process
- Ability to confidently plan, organize, and facilitate adult programs, workshops, and agency events
- Familiarity with Microsoft 365, especially Word and Excel
- Proven skill at developing positive and collaborative working relationships with a variety of individuals to support learning, including vulnerable populations
- Excellent communication skills, both oral and written
- Knowledge of current community literacy challenges and opportunities relating to the mission of Foundations Learning

Working Conditions

- This position works a standard work week (Monday to Friday 8:30-4:30) and is required to work some evenings and weekends to facilitate trainings and workshops

