



JOB DESCRIPTION

Job Title: Literacy Coordinator	Program: Literacy
Reports to: Director of Elementary Programs	FSLA Classification: Non - Exempt
Location: YM & YWHA of Washington Heights and Inwood	Salary: \$ 31 / Hour

ABOUT US

A destination for culture, education, and compassionate support since 1917, the YM & YWHA of Washington Heights and Inwood ("the Y") elevates the lives of our diverse and evolving Washington Heights and Inwood community through programming and service informed by universal Jewish values.

POSITION OVERVIEW

Our Literacy Coordinator will be responsible for developing and directly facilitating Family and Youth Literacy Programs at the Y community center along with four other locations in the area. Our literacy-based activities are intended to engage children and their parents/caregivers in utilizing critical literacy skills. Activities should motivate children’s love for reading and learning, as well as support parent’s active involvement in their child’s literacy skill development.

LITERACY COORDINATOR RESPONSIBILITIES

During program sessions:

- Set up program space and activities;
- Welcome and orient families/students, engaging them to further their connection with the Y;
- Facilitate engaging and creative literacy activities;
- Assist students and families with activity work, and support their literacy practice;
- Encourage family members and students to interact and work together.

Outside of program time:

- Conduct outreach for participants at local schools and organizations;
- Maintain organized program participant attendance and registration with contact information;
- Maintain regular communication with program participants;
- Maintain regular communication with school administration and after school program directors to ensure the Literacy Programs are aligned with school day curriculum and grant requirements;
- Maintain organization of program materials and manage supplies;
- Hire and oversee other Literacy Specialist(s) in case of Literacy programs occurring at simultaneous sites;
- Hire and oversee SAT instructor for a once-a-year exam preparatory program; Prepare curriculum and materials for each session making sure necessary supplies are on hand;
- Represent the Y in recruiting and engaging families to participate in our programs;
- Represent the Y at funder's annual events (Read-A-Thon and Gala);
- Coordinate regular program space, and special program events at the Y (beginning of year open-house / program kick-off event, bi-monthly dinners, end of year celebration);
- Prepare annual year-end program summary and funding proposal for the following year.

POSITION TYPE / EXPECTED HOURS OF WORK

Approximately 20 hours during the school year (with slight variations depending on the semester). This includes 8 hours of preparatory work and 12 hours of direct facilitation. Approximate facilitation hours are:

- Mondays 2:30pm to 4:30pm
- Tuesdays 4pm to 7:30pm
- Wednesdays 4pm to 5:30pm
- Thursdays 4pm to 7:30pm
- Fridays 4pm to 5:30pm

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; handle, or feel; talk, hear or smell. This position also requires the use hands to handle, or feel; reach with hands and arms; to sit; stoop, kneel, crouch, or crawl; to taste. The employee must regularly lift and/or move up to 5 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a typical community center and school environment.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in a relevant field required, Master's degree preferred;
- Bi-lingual in Spanish preferred;
- At least two (2) years of experience in family literacy and/or classroom literacy programming.
- Excellent verbal and written communication skills;
- Proven commitment and demonstrated success in running high-quality literacy programming.

WORK AUTHORIZATION & CLEARANCE

- Documentation of U.S. citizenship or eligibility to work in the U.S.
- Must pass the background check, medical form and fingerprinting through the Department of Health

OTHER DUTIES

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other functions and responsibilities may change or may be assigned.

YM & YWHA of Washington Heights & Inwood provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

To apply, send your resume and cover letter to khiguera@ywashhts.org.