



## Employment Opportunities/ Job Openings

### **Senior Lead Instructor Integrated English Literacy and Civics Education/Volunteer Coordinator-Family Stabilization Program**

Catholic Charities Atlanta is hiring a **full-time Senior Lead Instructor IELCE/Instructional Volunteer Coordinator**.

#### Minimum Requirements:

- Bachelor's Degree in relevant field; Master's Degree preferred
- Experience working with multicultural populations
- Direct experience in providing ESL or related classes for adults
- Ability to use both Microsoft Office (Word, Outlook, PowerPoint, Excel) and online databases

Preference will be given to those candidates with the following:

- TESOL Certificate
- BEST Plus and BEST Literacy Administration Training completed
- Familiarity with GALIS
- Experience with the recruitment, training and supervision of volunteers
- Bilingual in a relevant language

If interested, please email a **resume** and **cover letter** with "Senior Lead Instructor IELCE/Volunteer Coordinator" in the subject line to:

[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)

Qualifying candidates will be selected and contacted for interviews.

**Posted: May 22, 2019**

## **Catholic Charities Job Description**

**POSITION TITLE:** Senior Lead Instructor (IELCE)/Instructional Volunteer Coordinator

**CATEGORY:** Direct Service

**PROGRAM ASSIGNMENT:** Family Stabilization Program

**CLASSIFICATION:** Full time, Supervisory, Exempt

**JOB CODE:** Scale Grade

**QUALIFICATIONS:** **General:** Bachelor's Degree in relevant field required. Work with multicultural populations; bilingual in a relevant language preferred and TESOL Certificate preferred.

**Specific:** Direct experience in providing English literacy or related classes for adults required. Experience with recruitment, training and supervision of volunteers needed. Master's Degree preferred. Ability to use both Microsoft Office and online data entry preferred; knowledge of GALIS and BEST Plus and Best Plus Literacy a plus.

### **GENERAL RESPONSIBILITIES:**

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta (separate document)

### **SPECIFIC RESPONSIBILITIES:**

1. Assist with the development and implementation of IELCE (Integrated English Literacy and Civics Education) and Citizenship Classes, according to the stipulation of Agency policies and procedures, funding source regulations, and accepted "best practices".
2. Attend all grant and agency required trainings and pertinent workshops, as well as Adult Education staff meetings.
3. Conduct and interpret approved BEST assessments for all TCSG-funded students in order to meet funding source timing guidelines and regulations.
4. Assist Program Manager of Adult Education to maintain accurate, thorough and up to date case records on all clients, in accordance with Agency/Program policies and procedures and funder regulations. This

includes GALIS (online) data input of demographic information, goals, testing results, enrollment, attendance and conference notes for TCSG students.

5. Collect and maintain accurate documentation of all program volunteer hours and lesson summaries in collaboration with Lead Teachers, QI process and funding source. Produce all necessary reports in a timely and professional manner.
6. Consistently meet identified benchmarks and outcomes as prescribed by immediate supervisor and funding source(s).
7. Under the direction of the Program Manager of Adult Education, provide direct supervision for any volunteers for your assigned classes/sites. Assist with the planning and provision of quarterly meetings/trainings with volunteers to ensure compliance with program policies and procedures and use of accepted "best practices" in the field.
8. Work with manager of Program Manager and CCA Volunteer Resources Manager to plan and provide the instructional information pertinent to our program during New Volunteer Orientations, prior to starting their commitment.
9. Develop knowledge of grant possibilities and compliance requirements for grants awarded for IELCE and other literacy-related funding opportunities.
10. Assist Program Manager of Adult Education in administration of Adult Education Services' program.

**SUPERVISORY RESPONSIBILITIES:** The Senior Lead Instructor (IELCE)/Instructional Volunteer Coordinator provides direct supervision to all volunteers and interns as assigned.

**ACCOUNTABILITY:** The Senior Lead Instructor reports directly to the Program Manager, Adult Education.

**COMMENTS:** The work week is generally 37.5 hours per week year-round, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage.

**DISCLAIMER:** This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

*I have received a copy of my current job description:*

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(Employee)

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(Date)