

# Literacy Volunteers of Illinois, Inc.

## Position Description

**Title:** Program Associate – Communications & 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 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 - \$13,732 (annually); Post-Service Education Award - \$5,920;  
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;
- 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 \$13,732, paid bi-weekly
- Education Award at End of Service of \$5,920
- Employer paid Health Insurance (100%)

Location - Various sites in the metro Chicago area.

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Literacy Volunteers of Illinois  
Member Position Description**

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- 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 \$6,900 paid bi-weekly
- Education Award at End of Service of \$2,960

Locations - Various sites in the metro Chicago area.