Program Director, English as a Second Language
Position Description

Position Summary

English as a Second Language (ESL) Literacy Program matches UConn students with non-English speaking individuals in the local area within a classroom setting. Participants help ESL clients develop English language communication skills. Program directors are responsible for the overall management and coordination of a designated Community Outreach (CO) program or project. Specific tasks and obligations for each program vary depending on the program; however, the following responsibilities are required of all program directors.

Major Duties and Responsibilities

A. Program Management and Development
   • Review mission statement and revise as needed
   • Develop appropriate goals
   • Contact and meet accordingly with site supervisor(s)
   • Serve as a liaison between participants and site supervisor(s)
   • Implement service activities that meet the self-identified needs of clients; create appropriate materials, engage participants in service delivery, and access external resources as needed
   • Communicate and meet regularly with designated CO staff member and site supervisor(s)

B. Volunteer Management
   • Recruit, screen, train and support volunteer and work study participants
   • Prepare participants through orientation and training workshops to achieve program’s objectives; organize meetings, develop training materials, and facilitate activities
   • Provide ongoing monitoring and supervision of participants
   • Communicate regularly with participants regarding scheduling, transportation, activity planning, payroll, and other related program functions
   • Recognize participants for their contributions
   • Organize opportunities for participants to reflect on their experiences

C. Administrative Tasks
   • Attend all related CO meetings, trainings, seminars, and workshops
   • Manage any financial or other resources including budgeting, purchasing, and tracking
   • Collect and update data related to programs, membership, and service hours
   • Schedule and monitor transportation
   • Represent CO at University classes, meetings, or events
   • Perform other related duties and activities to support the program and the Office of Community Outreach, as needed

D. Project Teams
   • Participate in a CO project team including: program management, professional development, or community building
E. Program Participation

- Program Directors are expected to participate in their program on a regular schedule as decided with their staff supervisor

Qualifications

A. Minimum Qualifications:

- Strong interest in and commitment to community service
- At least one year related experience working with ESL clients in tutoring or other capacity
- One semester or more of related experience in a leadership and/or supervisory position
- Ability to positively represent CO to the University and external community
- Proficient interpersonal, relationship, and partnership building skills
- Ability to effectively convey oral and written communication
- Strong organizational and administrative skills
- Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
- Ability to work independently, assess programmatic needs, and develop creative solutions
- A strong appreciation for, as well as willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
- Capacity to facilitate individual and group supervisory meetings including conflict resolution/problem solving
- Willingness to work irregular and flexible hours including evenings and weekends
- Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:

- At least one year experience with ESL Family Literacy Program
- One year related experience in a leadership and/or supervisory position
- Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

- Full academic year commitment is required
- Participation in CO training in August the week before Fall Semester begins
- 10-12 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
- Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

The University of Connecticut is an Equal Opportunity Employer and supports all state and federal laws that promote equal opportunity and prohibit discrimination. In keeping with our commitment to build a culturally diverse community, the University of Connecticut encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.