**Assistant Program Director, English Language** **Learners**

Position Description

***Position Summary***

English language Learners (ELL) Literacy Programmatches UConn students with non-English speaking individuals in the local area within a classroom setting. Participants help ESL clients develop English language communication skills. Site Managers 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 site managers.

***Major Duties and Responsibilities***

1. **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)
2. **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
3. **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
4. **Program Participation**
	* Site Managers are expected to participate in their program on a regular schedule as decided with their staff supervisor

***Qualifications***

1. **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
	* 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)
	* 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
	* 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 and maintain academic standing 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)
2. **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 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

*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.*