



City of Monrovia, Department of Community Services
Monrovia Public Library Literacy Services

Volunteer Learner Coordinator Job Description

Importance of Position

Many people don't know about the far reaches of illiteracy. Think of the things that you could not do without reading: getting or maintaining a job, reading labels, ordering food in a restaurant, or understanding the foreign language spoken all around you. These are just some of the challenges an illiterate person faces. The Learner Coordinator helps manage the diverse needs of adult learners in the literacy program.

Qualifications

Compassion for the disadvantaged; resourcefulness to address multiple needs; some knowledge of social services would be helpful, but is not required.

Responsibilities

- 📖 Call each learner once every three months.
- 📖 Check in with learner goals.
- 📖 Check to see if the learner has other needs that are impeding progress in tutoring.
- 📖 Keep track of contacts with learners, referrals to other services and program.

Responsible to

Literacy Coordinator at the Monrovia Library: 626-256-8272 or literacyservices@ci.monrovia.ca.us.

Training Provided

The Learner Coordinator and Literacy Coordinator will tour the library to find social services resources.

Benefits of Volunteering

You are making a difference in your community – one that matters, and can drastically change a life. You are giving your time for someone else and getting the opportunity to see your learner's success. We also provide training and letters of recommendation.

Time commitment

Approximately once a week, the Learner Coordinator will come to the Literacy Office to call learners.

Length of commitment

Because learners must have a level of confidence in the Learner Coordinator, there is a minimum commitment of six months.

Grounds of Termination

- 📖 Inability to attend or to fulfill weekly responsibilities, or for behavior unbecoming of the library or the literacy program. We expect our volunteers to be a good reflection of our services.
- 📖 Breach of confidentiality. Please do not discuss learners' challenges or difficulties to anyone who knows them or in a way that might expose their identity.
- 📖 Failure to complete City background and drug test. More information about this process is on the back of this sheet.