

# Adult Literacy Coordinator

Literacy Volunteers of Chautauqua County  
21 East Second St.  
Dunkirk, NY 14048

Employment Type:

Part-Time- 10 hours a week

Wages- \$15.00/hour

Location- Jamestown, NY

We currently are seeking a Literacy Coordinator at our Jamestown location. This position is responsible for:

- Recruiting adult students in need of assistance with reading, math, or learning English;
- Recruiting tutors and assisting in their training;
- Coordinating classes, student schedules and evaluations;
- Assisting in developing an outreach plan for the local community;
- Tutoring students in both basic literacy and English as a second language.

Qualifications for the position include:

- Familiarity with the Jamestown community and its social services agencies;
- Desire to help adults learn basic literacy skills and English as a second language
- Good communication, interpersonal, computer, organizational, and leadership skills;
- Bilingual (Spanish/English) is a plus.

To apply:

Submit a resume and cover letter to the Director of Literacy Volunteers of Chautauqua County  
at: [lvacc@netsync.net](mailto:lvacc@netsync.net)