



Washtenaw Literacy

AmeriCorps VISTA (Volunteer In Service to America)

Posting Date: 5.15.2016 until filled
Timeframe: This is a funded VISTA position, August 1, 2016 through July 30, 2017.
Resume: Cover letter & resume should be in ONE electronic document and submitted to info@washtenawliteracy.org
Additional application requirements will be communicated after resume is received.

Washtenaw Literacy's VISTA is responsible for the design, implementation, management and evaluation of Washtenaw Literacy's programming at the Community Opportunity Center (COC). The VISTA is responsible for program supervision and matching of tutors with learners, support of tutor and learners, management of program information systems, educational assessment of learners, training and development of tutors, program evaluation and improvement, and for related fundraising and public relations activities. The Program Manager is the immediate supervisor. This position adheres to AmeriCorps restrictions.

Specific responsibilities include:

1. Managing the day-to-day operations of Washtenaw Literacy's tutoring programs at the COC. This includes program development, marketing, networking with partners and referral agencies and all aspects of tutor-learner support.
2. Managing related volunteer training and on-going volunteer development activities.
3. Ensuring that data collection and database management on programming activities is efficient and complete.
4. Evaluating the outcomes of Washtenaw Literacy's COC, providing outcomes data that can be used to promote Washtenaw Literacy's programs.
6. Planning program improvements, modifications and additions on an ongoing basis.
7. Identifying aspects of Washtenaw Literacy's tutoring program that require funding and/or marketing for maintenance, enhancement or growth and interpreting this need to administrative staff.
8. Administering tutoring program grants and contracts, including program delivery, data collection, bookkeeping and outcomes reporting where applicable.
9. Coordinates and conducts tutor trainings.
10. Create a recursive sustainability plan to ensure the success of Washtenaw Literacy's COC beyond the VISTA position.
11. Other programming-related activities, such as event planning, as required.
12. Additional information available here: <https://my.americorps.gov/mp/listing/viewListing.do?id=67075>

The VISTA may delegate aspects of the above activities to volunteers, but maintains final responsibility for ensuring that all activities are successfully managed.

*Washtenaw Literacy
5577 Whittaker Road
Ypsilanti, MI 48197*