

Literacy Volunteers of Greater Hartford (LVGH)
Job Description

Position Title: English for Speakers of Other Languages (ESOL) Program Manager	
Reports to: Director of Programs	
<p>Organization Mission: The mission of Literacy Volunteers of Greater Hartford is to create a community of fully literate adults through student-centered instruction that catalyzes career readiness and advancement.</p> <p>Position Mission: The ESOL Program Manager oversees and manages the ESOL program, implementing a quality, technology-enriched curriculum that respects and incorporates the needs and abilities of our students. The ESOL Program Manager trains, supports and manages volunteer tutors, creating an environment that enriches the volunteer’s experience and ensures quality instruction.</p>	
<p>Duties and responsibilities:</p> <p>Program Oversight and Management Oversees all in person and online ESOL instruction. Administers CASAS testing, student intakes, class placement of both students and tutors, supports students and tutors, making appropriate referrals, providing relevant information and resources and offering guidance. May teach classes on occasion.</p> <p>Recruitment and Outreach Collaborates, maintains and builds strong relationships with other community organizations to recruit students, volunteers and interns and publicize ESOL programs. Collaborates with Social Media Coordinator to utilize social media and website effectively as recruitment and outreach tools.</p> <p>Data Management Maintains accurate and current records, including but not limited to student and volunteer intake and attendance, testing and assessment results, number and nature of programs. Develops working knowledge of LACES database. Furnishes reports to Director of Program Development and Executive Director as requested.</p> <p>Volunteer Training and Supervision Working with other staff, recruits, screens, trains, supervises and develops volunteers for ESOL program.</p> <p>Culture and Community Building Contributes to creating a friendly, welcoming environment that fosters community. Collaborates effectively with other staff to meet students’ needs and support all LVGH programs.</p> <p>Staff Supervision Supervises program assistants.</p> <p>Miscellaneous Role includes occasional travel to East Hartford.</p> <p>Schedule Monday: 12PM-8PM, Tuesday: 9AM-5PM, Wednesday: 12PM-8PM, Thursday: 9AM-5PM, Friday: 9 AM-2PM</p>	
<p>Critical Skills</p> <ul style="list-style-type: none"> - Creative thinker, team player, self-motivated, passion for learning - Strong interpersonal and organizational skills - Strong digital literacy skills and willingness to learn new technology - Training and presentation skills a plus - Experience in program/volunteer management and adult education a plus 	
<p>Required Experience:</p> <ul style="list-style-type: none"> - Bachelors degree or equivalent - At least 2 years of related experience. - Bilingual (Spanish or Portuguese preferred) - Commitment to the LVGH mission, success of our students and a positive experience of our volunteers 	