



Abington Township Public Library

Adult Literacy Program Literacy Administrative Assistant Job Description

Job Description:

The Abington Township Public Library's Adult Literacy Program helps adults improve their literacy skills. The program trains volunteer tutors who provide one-on-one and small group instruction for adult learners. Our adult students include English language learners, adults seeking a high school equivalency degree, and people who want to improve their reading, writing and math skills. The Literacy Program Administrative Assistant is tasked with assisting with all aspects of the Adult Literacy Program (ALP). Position reports to the Coordinator of the Adult Literacy Program.

Duties and Responsibilities:

Primary

- Maintain student and tutor data, including contact information, student-tutor assignments, and tracking of hours.
- Create, manage and maintain spreadsheets for tutor clearances.
- Create reports as needed.
- Provides administrative support including:
 - Assisting with student and tutor intake and onboarding.
 - Maintain records and files.
 - Help manage ALP calendar.
 - Purchasing and invoicing of materials.
- Help coordinate tutor support meetings, annual reception, and new tutor training sessions
- Communicate regularly with Adult Literacy Program Coordinator and library personnel

Secondary

- Support one-on-one tutoring and small group classes
- Attend professional development sessions as required
- Assist with creation of marketing materials

- Attend tutor training sessions, tutor support meetings, annual reception, and other events as needed
- Participate in meetings of Abington Free Library staff as required

Applicant Qualifications:

Required

- Undergraduate degree in education, literacy, English for English language learners, adult education, linguistics, or related field.
- Outstanding interpersonal and communication skills, including the ability to establish and maintain effective relationships
- Ability to use a variety of office software including spreadsheets, word processing, google products, and presentation software programs.
- Competence in understanding, respecting, and communicating with people from diverse cultural backgrounds.
- Availability for occasional evening hours.
- Must provide Act 34 Criminal Record Check, Act 151 child Abuse History, and federal fingerprint clearances.

Preferred Qualifications:

- Experience working with English language learners, basic literacy students, and adult learners.
- Experience working with and managing volunteers.
- Experience conducting training sessions or workshops.

This position will entail approximately 10-12 hours a week with flexible hours (dependent on activity) including occasional evening hours. This is a paid position, as an independent contractor for the Abington Township Public Library. Hourly rate is between \$18-\$22 dependent on qualifications and experience and is dependent on available funding.

Interested applicants should send cover letter and resume to:

Elizabeth Sperling, Program Coordinator, Adult Literacy Program
Abington Township Public Library: ablit1@yahoo.com

