

ONE-TO-ONE TUTOR COORDINATOR

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SUMMARY	The One-to-One Programme provides free literacy training to adults in the community. The primary responsibility of the One-to-One Coordinator is to coordinate this programme. This will be accomplished by coordinating volunteers, learners and the curriculum in such a manner as to provide the most satisfying and efficient work environment for all persons involved. The second responsibility is to enhance public awareness in the community regarding the benefits of adult literacy.
QUALIFICATIONS	This is a professional position requiring a university degree in Social Sciences, Education or equivalent educational qualification, and/or a combination of appropriate work experience in human relations, education, or the business field; ability to work independently and cooperatively with fellow employees; possess good communication skills; bilingualism is an asset. The One-to-One Coordinator must be bondable.
DUTIES	<p>The duties of the One-to-One Coordinator are as follows:</p> <ol style="list-style-type: none"> 1) Plan, direct, organize and control the management of the program, either directly or through delegation to qualified volunteers and support staff 2) Accountable to the Executive Director and Board of Directors and/or a duly elected representative of the same 3) Administer all operations and participate in setting and developing policy with the Executive Committee, where appropriate 4) Confer with the Executive Director and the Board of Directors as needed. Maintain contact with the President, Executive committee or other committees of the Board where needed 5) Prepare for consideration, with support documentation, matters for decision (i.e. funding proposals) by the Executive Director and Board of Directors for both long and short-term goals, and implement the Board's decisions as required or where appropriate 6) Plan and prepare annual program budget for consideration of the Executive Director and the Board, or a committee thereof 7) Ensure that budget planning processes are initiated prior to the start of the fiscal year 8) Ensure financial and human resources are sufficient to reflect service and program priorities and expectations 9) Ensure that budget planning processes are an integral part of the overall services planning process 10) Schedule and supervise day to day program operations in all matters to do with learner relations 11) Maintain operating and services standard by effective monitoring 12) Initiate the development and implementation of new procedures