



THE CITY OF REDWOOD CITY
INVITES APPLICATIONS FOR:

LITERACY TUTOR-STUDENT COORDINATOR

#20A-14

SALARY:

\$6,854 - \$8,335 / Monthly

Closing: Open Until Filled

(Opened 3/3/2020)

Application Process

Apply online at

www.CalOpps.org

Member Agency: Redwood City

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

Selection Process

Following the first review of application the week of April 13, 2020, **interviews will be scheduled as needed until the position is filled.**

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



ABOUT THE CITY

The City of Redwood City is a San Francisco Bay Area community located in the heart of Silicon Valley, the technology-rich region extending from the San Francisco shoreline to the foothills of the Santa Cruz Mountains. Redwood City is the third largest city within the County of San Mateo, with over 82,881 residents. The city enjoys an average of 255 sunny days a year, which it boasts via the city slogan:

"Climate Best by Government Test". We are a community that believes in working together to maintain and improve our quality of life. In fact, the City Council of Redwood City formally adopted a "Core Purpose" - *Build a Great Community Together*. This represents our commitment to community building, which is a crucial part of how we do business every day. Become a part of the team and join us in building a great community!

ABOUT THE POSITION

The Library department, Literacy Program Division of City of Redwood City invites you to apply for the Literacy Tutor – Student Coordinator position. The Literacy Tutor – Student Coordinator will promote the awareness of a volunteer-based Literacy Training Program for adults in the City of Redwood City; recruit and train volunteers; recruit and place students; and serve as an advisor and resource to volunteer tutors.

Typical duties include, but are not limited to:

- Assist trainers to develop teaching methods appropriate to the program.
- Assist in recruiting students and volunteer tutors for the program.
- Select and purchase materials for use by volunteer tutors in teaching students enrolled in the program.
- Interview potential students, make preliminary assessment of their reading level; assign to appropriate tutors.
- Interview potential tutors, arrange for their training; assign students caseload.
- Consult with volunteer tutors individually and in groups to answer their questions and help them resolve difficulties which they may encounter.
- Monitor students' progress with tutors and keep records of volunteer hours worked. Provide expert advice and support to volunteer tutors regarding teaching methods, appropriate materials, ways to deal with student problems, etc.
- Work with Program Director to promote Literacy Program in the community by making presentations to groups and at meetings.
- Contribute to publicity vehicles such as brochures, flyers, newsletters, etc.
- Establish various locations where literacy training can occur.

THE IDEAL CANDIDATE

Has both community programs and correctional facilities programs experience; has knowledge and experience at coordinating Literacy Programs for community members and incarcerated learners; has experience in recruiting, training and keeping close communication with a large number of volunteers; and is creative, innovative and has a sense of humor.



BENEFITS

The successful candidate will enjoy the following benefits:

- Public Employees Retirement System (PERS) 2%@60 for current members, 2%@62 for new members
- Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,766/month
- Dental & vision insurance
- Employee Assistance Program
- Vacation leave: 10-25 days per year
- Sick leave of 12 days per year
- Fourteen paid holidays per year
- Fitness center access at City facilities
- Commuter program available

CITY VALUES

Our Core Purpose:

Build a Great Community Together

The values that guide us are:

- **EXCELLENCE:** Passion to do our best in each moment.
- **INTEGRITY:** Do the right thing, not the easy thing.
- **SERVICE:** We care and it makes a difference.
- **CREATIVITY:** Freedom to imagine and courage to act.

MINIMUM QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Equivalent to a Bachelor's degree from an accredited college or university with major course work in education, particularly adult education, human services, social sciences or a related field.

Two years of experience in adult education with emphasis on teaching reading; experience in working with volunteers in any context.

Licenses & Certificates

- Incumbent may be required to travel between various locations during their scheduled work shift.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Knowledge of:

- Methods for and practices of teaching adults to read.
- Principles and practices of recruiting and training volunteers.
- Curriculum appropriate for teaching adults to read.
- Techniques for assessing reading abilities and for measuring an increase in reading abilities.

Ability to:

- Recruit volunteers, plan their teaching, and oversee their ongoing work.
- Communicate clearly and concisely with individuals of various backgrounds.
- Be sensitive to the needs of adults whom the program will serve.
- Promote interagency cooperation in the support of Literacy Program development and implementation.
- Bilingual ability is preferred.

The incumbent must be able to perform the essential functions of the job with or without reasonable accommodations.

A City application including a pre-requisite questionnaire is required. Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal History Check
- DMV Check
- Fingerprint Check

Prior to appointment, candidates will also be required to pass a TB test at no cost to the candidate.



**SUPPLEMENTAL QUESTIONNAIRE
LITERACY TUTOR-STUDENT COORDINATOR #20A-14
CITY OF REDWOOD CITY**

Please answer the following questions.

1. Briefly discuss why you believe so many adults are unable to read above the 6th grade level and describe your experience coordinating and working with volunteer tutors.

2. Many of our adult learners and tutors are inmates at the San Mateo County Correctional facilities. Project READ offers a peer tutor program, and Peace Makers Alliance workshops and retreats to inmates at these facilities. Inmates who can read are trained by our staff and then matched with those who want to improve their skill level. Project READ staff also trains inmates to facilitate the Peace Makers programs. Please describe your past experience coordinating inmate literacy and Peace Makers programs. Include some challenges you faced and some successes.

3. Project READ offers a monthly story hour for adult learners who have a five year old or younger child. Student tutor coordinators plan these monthly events. Please explain how you would work with the Project READ team to plan the Story Hours and encourage parents to join in and learn with their children.

4. Please list your experience using technology. Please include your experience with educational programs for adults and children and your use of a database to track student's progress, attendance and volunteer tutor information.

[The City of Redwood City is proud to be an Equal Opportunity Employer!](#)

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.
Any provisions contained in this bulletin may be modified or revoked without notice.*