

Literacy Volunteers of C/A Volunteer Engagement Coordinator - Primary Tasks

1. Programmatic Tasks: Student Support

- Assist students visiting the office:
 - Help students use English language learning software
 - Schedule new student appointments; field other student inquiries
 - This will require in-office work 2 evenings per week until 8 p.m.
- Schedule, plan, and manage student-centered events: “Joy of Writing” reading and potluck (summer); Student Achievement Ceremony (fall)
- Plan and schedule student workshops and field trips

2. Programmatic Tasks: Volunteer Recruitment and Retention

General Program Support

- Answer tutors’ questions (referrals to other services, etc.)
- Update, print, and display classroom calendars (weekly)
- Download tutor report spreadsheets and forward them to appropriate staff; select tutors for prizes when reports are turned in on time
- Update tutor report form (google form)
- Add training dates, workshops, information sessions, etc., to the public Google calendar on LVCA website
- Motivate for and collect *Joy of Writing* stories

New Tutor Trainings

- Disseminate publicity materials, including PSAs, etc.
- Handle training registration (Google Forms, paper registration forms, volunteer intake forms); follow up with reminders.
- Perform volunteer background checks and send results to Executive Director
- Arrange meals for in-person trainings
- Make brief presentation about the LVCA volunteer experience at new tutor trainings
- Conduct volunteer information sessions (informing potential tutors about the volunteer experience before new tutor trainings)

Ongoing Support of Volunteers

- Send cards to tutors on the anniversary of their match with a student
- Coordinate tutor book group, attend monthly meetings, help participants select books, and share meeting information
- Monthly check-in phone or Zoom calls with tutors on the anniversary of training date

Volunteer Workshops and Professional Development

- Develop and maintain tutor professional development calendar and registration information (workshops, check-ins, evaluations, etc.)

- Related: Manage online registrations for all trainings, workshops, and information sessions
- Conduct tutor workshops and information sessions when topic is related to volunteer engagement
- Plan and manage Tutor Appreciation event and other tutor events, including annual tutor retreat/mini-conference (summer)

Annual Event Production (Wordplay)

- Lead a group of volunteers to produce LVCA's annual community trivia game (fundraising event)
 - Run event committee meetings
 - Update Executive Director regarding progress
- Keep track of organizational details for annual event
 - Finding, communicating with, and acknowledging sponsors
 - Communicating with participants and volunteers
 - Utilize donor database system for crowdfunding

3. Marketing and Communication Tasks

Tell the story of LVCA's work and impact, both internally (students, tutors, and donors) and externally (potential tutors and donors).

- Maintain LVCA's Facebook and Twitter; potentially add Instagram. Use social media to the fullest extent possible.
- Keep LVCA website updated (in collaboration with our web designer)
- Create and send weekly tutor and student email newsletters, based on information obtained from program staff, narrate newsletter on YouTube for non-readers.
- Create and send monthly email newsletters to donors/supporters
- Create and send prospective tutor email newsletter
- Send PSAs regarding tutor trainings
- Create marketing materials for classes and workshops (as needed)
- Update office monitor with images and events (as needed)
- Send quarterly citizenship updates to select churches
- Order custom LVCA merchandise/giveaways when needed
- Collaborate with TJACE on annual Festival of Cultures
- Promote Wordplay (annual fundraising event)
- Add/update LVCA information on online community calendars and volunteering websites.
- Recruit volunteers to represent LVCA at community events, such as information fairs, Fridays After Five, etc.

4. Other duties as assigned