



# LITERACY VOLUNTEERS CHARLOTTESVILLE / ALBEMARLE

233 4th Street NW, Box L • Charlottesville, VA 22903  
(434) 977-3838 • [www.literacyforall.org](http://www.literacyforall.org)

## Literacy Volunteers of Charlottesville/Albemarle Volunteer and Events Coordinator

- Full-time salaried position with health benefits, generous holidays, and vacation time
- Salary Range: \$45,000 to \$55,000, commensurate with experience

Literacy Volunteers of Charlottesville/Albemarle trains volunteers to work one-on-one with adult students who are striving to improve their reading, writing, and English-speaking skills. We are looking for someone to help us recruit and retain the volunteers we need each year in our tutoring program.

This position reports to the Executive Director. The Volunteer and Events Coordinator also works closely with the Program Manager and Program Assistant, getting to know our tutors and ensuring that their volunteer experience is meaningful. Candidates must be comfortable working with people from a wide-range of backgrounds and will know how to make our volunteers feel appreciated. The successful applicant will be friendly and outgoing, enjoy juggling a variety of tasks, and be committed to building an inclusive and supportive environment with staff, tutors, and students. While not required, we are especially interested in candidates who speak languages other than English, particularly Spanish, Persian, or Arabic. The candidate should demonstrate strong attention to detail and comfort with technology. To align with a candidate's strengths and career goals, LVCA will support a candidate's professional development..

Work hours are mostly daytime, with one evening in the office until 7:30 or 8:00 p.m. Occasional evening or weekend hours will be required for special events and other activities. This is primarily an in-person position.

### Preferred Skills/Experience:

- Volunteer management
- Event management
- Comfortable with technology and ability to learn new databases
- Ability to work independently with minimal supervision and exercise sound judgment
- Strong communication and interpersonal skills, including comfort with public speaking. You will be joining a small staff where there is often an overlap of tasks; therefore, good communication is essential.

If you are interested in this position, please email a cover letter and your resume to [jobs@literacyforall.org](mailto:jobs@literacyforall.org). In your cover letter, please highlight any additional skills or strengths you bring that could support the work of a small nonprofit organization, even if they are not listed in the job description. This cover letter will serve as a writing sample, so please do not skip it. A complete job description can be found at [www.literacyforall.org/jobs](http://www.literacyforall.org/jobs).

We are committed to building an inclusive organization that represents the people and communities we serve. We especially encourage members of traditionally underrepresented communities to apply for this position, including immigrants, women, people of color, people who identify as LGBTQ+, and people of differing abilities. We recognize that candidates from diverse backgrounds may thrive in new roles. If your experience doesn't exactly match this job description, but you believe you have the skills to do the work, please don't hesitate to apply and explain how your experience would transfer to this role.

Application is open until filled. Applications will be reviewed as they come in.

# Literacy Volunteers of C/A Volunteer Engagement & Events Coordinator

## Primary Goals

1. Recruit approximately 100 new volunteer tutors each year to work with LVCA adult learners.
2. Strengthen and enhance the volunteer experience to support long-term engagement and retention.
3. Treat volunteer engagement as a key resource-development function, recognizing that volunteers contribute time, expertise, and capacity equal in impact to donor dollars.

## General Program Support

- Respond to tutor questions, particularly those related to referrals and community resources (shared task among all staff).
- Recruit volunteers to represent LVCA at community events such as information fairs and outreach events. (When appropriate, staff or board members may represent LVCA instead.)
- Build partnerships with local businesses, civic groups, and service organizations to develop corporate or group volunteer opportunities (e.g., State Farm, Rotary Clubs).
- Staff the front desk one late shift per week, assisting volunteers and students, helping students use online learning tools, scheduling intakes, and addressing general inquiries.

## New Tutor Trainings

- Manage training registration and communication in collaboration with the Program Manager and Communications Coordinator (Google Forms, paper forms, intake forms, reminder emails).
- Arrange for lunches at in-person trainings (many secured through board or community donations).
- Conduct volunteer information sessions for prospective tutors; this task may be shared with the Program Manager.
- Maintain the “Potential Tutor List” of individuals who have expressed interest but not yet trained.

## Ongoing Support of Volunteers

- Lead all volunteer stewardship “touches” that encourage engagement and retention.
- Create, distribute, and evaluate the Annual Tutor Survey, coordinate with LVCA interns or Program Manager if applicable.
- Analyze survey results and emerging trends; collaborate with the Program Manager (and selected volunteers) to identify program improvements and highlight LVCA strengths.
- Coordinate recognition activities such as match-anniversary or birthday cards (either from staff or Board).
- Facilitate the tutor book group: coordinate book selection, share schedules, and attend meetings as needed.
- Ensure each volunteer receives at least one individual check-in or personal communication annually, with intentional outreach that garners a response.

## Volunteer Workshops, Professional Development, and other Programmatic Events

- Plan and manage the annual Tutor Mini-Conference in collaboration with program staff.
- Provide content for newsletters as appropriate (master newsletter, tutor newsletter, student newsletter, paper newsletter, prospective tutor newsletter).
- Oversee application, placement, and orientation for non-tutoring volunteer roles.
- In collaboration with program staff, plan and manage the annual Volunteer Appreciation Event.
- In collaboration with program staff, plan and manage the annual “Joy of Writing” event and the Student Achievement Ceremony.

## Volunteer & Donor Stewardship Collaboration

- Recognize and support the natural overlap between volunteers and donors by partnering with the Executive Director on stewardship activities.
- Contribute to appreciation efforts that reinforce both volunteer satisfaction and donor relationships.
- Assist with development-adjacent administrative tasks when volunteer interactions connect to giving.
- Provide insights on volunteer engagement that may inform donor communication strategies.
- Order or procure LVCA merchandise and other giveaways for stewardship purposes.

## Annual Event Production (Wordplay)

- With the Executive Director, intern(s), and Board, lead a volunteer team to produce LVCA’s annual community trivia fundraising event.
- Manage logistical and organizational details for the event.
- Coordinate sponsor communication and acknowledgments with the Executive Director.
- Collaborate with the Communications Coordinator on communication with participants and volunteers.
- Use donor databases and related platforms for crowdfunding, registration, and payment processing (Donor Perfect, Give cloud, Square, etc.).