



Augustine Literacy Project®

CHARLOTTE

POSITION TITLE: Assistant Trainer
STATUS: Part Time
REPORTS TO: Training Manager

Organization Overview: Augustine Literacy Project® – Charlotte (ALP) is a Charlotte-based non-profit with a mission to transform the lives of low-income students who struggle with literacy by improving their reading, writing and spelling skills through long-term, individualized instruction from highly trained volunteer tutors. ALP pursues this mission utilizing a one-on-one tutoring methodology for students in first, second and third grades built on the research-based Orton-Gillingham approach and uses materials developed by Wilson Language Training Corporation and ALP. In school year 2018-19, ALP volunteer tutors operated in 20 Charlotte-Mecklenburg schools, serving almost 200 students through 6,731 free tutoring sessions with a market value of over \$336,550. Augustine Literacy Project®-Charlotte's vision is that all children have access to reading instruction that meets their individual needs and improves their opportunities to be successful in school and in life. ALP is undergoing a period of strategic growth. In recent years, the organization has expanded its reach by collaborating with other literacy-focused non-profits. ALP has begun playing a significant role in the larger movement to bring about a reading revolution in our community.

Position Overview: Augustine Literacy Project – Charlotte is seeking a part time Assistant Trainer. This organized and reliable individual will collaborate with the Training Manager on all aspects of new tutor training as well as continuing education for existing tutors. The Assistant Trainer will work as part of a team to ensure effective and purposeful training that meets the demands of the organization's growth plans.

Schedule Overview: The schedule for this position will be determined by the needs of the organization and agreed upon at the time of hire. This position will work approximately 15 to 30 hours a week with summer flexibility. ALP's curriculum instruction and programing responsibilities complement school hours and calendar.

Key Responsibilities:

- Assist Training Manager with development and delivery of new tutor training and continuing education responsibilities that enables program expansion while maintaining high quality tutoring and fidelity to established ALP lesson plan.
- Assist Training Manager with all aspects of tutor training program including but not limited to: scheduling training space and guest presenters, handling logistics, materials and food. Support the selection and training of coaches for new tutor training classes. Matching trainees with ALP partner schools.
- Communicate effectively and frequently with ALP site coordinators regarding new tutor readiness.
- Assist with delivery and implementation of Lunch Bunch continuing education program and targeted skills workshops.
- Drive ALP brand value through all training and development activities.
- Manage all technologies that may be used or implemented in the training process.
- Handle any additional duties assigned by the Training Manager.

Qualifications:

- A passion for ALP's mission, programs, culture, and values.
- Commitment to the belief that effective reading instruction can change the trajectory of a child's life.
- An understanding that literacy is a fundamental component of improving social mobility and access to opportunity in our community.
- An understanding of PowerPoint or equivalent presentation software a plus.
- Excellent organization and communication skills.
- Comfortable and energetic presenting ALP training material.
- Proactive and compassionate professional who values working in a fast-paced, and creative environment (ALP may consider a flexible work schedule dependent on employee availability to cover all aspects of the job).
- Bachelor's Degree required.
- Relevant teaching or training certifications, and completion of Orton-Gillingham training are a plus.

To Apply: Please send resume, cover letter and professional references to jtiffany@alpcharlotte.org by August 23rd for best consideration.

ALP is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, sex, gender identity, sexual orientation, disability, veteran status, or genetic information.