



Augustine Literacy Project®

CHARLOTTE

POSITION TITLE: Assistant Trainer
STATUS: Full-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. 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.

In response to the global pandemic ALP is expanding to include Virtual Tutoring as part of our program. ALP is committed to 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 full-time Assistant Trainer. This organized and reliable individual will collaborate with the Training Manager and the Training Team to support the roll out of Virtual Tutoring to our current and new tutors as well as continuing education for existing tutors. The Assistant Trainer will work as part of a team to support enrollment and progress of tutors through training.

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 30 to 40 hours a week with summer flexibility. ALP's curriculum instruction and programing responsibilities compliment school hours and calendar.

Key Responsibilities:

- Assist with roll out of Virtual Tutoring classes to current tutors and continuing education responsibilities to support program expansion while maintaining high quality tutoring and fidelity to established ALP lesson plan.
- Assist with all aspects of tutor training program including but not limited to: tutor set up, distribution of materials, handling various logistics. Support the selection and training of coaches for new tutor training classes.
- Assist with delivery and implementation of Lunch Bunch continuing education program and targeted skills workshops as needed.
- Drive ALP brand value through all training and development activities.
- Assist with 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.

- Excellent organization and communication skills.
- Ability to swiftly gain proficiency with and be able to help train and support tutors on multiple technology tools used for tutoring
- Proactive and compassionate professional who values working in a fast-paced, and creative environment.
- Bachelor's Degree preferred.
- Experience with G-suite and/or Microsoft Office software a plus.
- 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 tiffany@alpcharlotte.org by Sept 30th 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.