

JOB DESCRIPTION / ENP Literacy Mentor Director

DESCRIPTION: Manage and Oversee ENP Literacy Mentor Program

Train and oversee literacy volunteers from ENP Partnership Churches, Universities & Organizations. 40 hours/week – Available Monday through Saturday (hours somewhat flexible)

GENERAL RESPONSIBILITIES INCLUDE

- **Program Oversight & Expansion.**
 - Work with partnerships to promote literacy mentors in the classroom, in after-school programs, at Saturday Sports, in the community, and with summer programming.
 - Connect and communicate with school administration (principal, vice principal, intervention team) to determine needs and opportunities for volunteers to assist on campus.
 - Create resources and structures for volunteers who are working with students
 - Serve as the liaison between partnerships (churches, businesses, organizations) and ENP for the Literacy Mentor Program
 - Monitor systems for program compliance (i.e. finger-printing, background checks and volunteer applications)
 - Report directly to Executive Director
- **Facilitate Trainings.**
 - Provide orientation training as well as ongoing support/resources for Literacy Mentors, Site Leads and Class Leads
- **Collect Data.**
 - Collect and manage data for Literacy Mentors and their corresponding students on a quarterly basis
 - Assess progress at school and program level
 - Manage assessment and progress monitoring
- **Collaborate.**
 - Communicate and work with the district, local CBOs, and others to best understand focus and goals for early literacy.
- **Team Building.**
 - Create and maintain systems that foster team-building and connectedness including but not limited to monthly newsletters, team celebrations and professional development opportunities.
 - Coordinate and manage annual Literacy Mentor Celebration
- **ENP Team Tasks.**
 - Assist with special events occasionally on weekends and/or evenings

REQUIREMENTS

- Preferred background in Elementary Education, literacy and/or intervention.
- Good communication, presentation skills
- Organized, flexible, able to multi-task and work well with other
- Heart to serve
- Use of personal vehicle for frequent travel

TASKS IN A TYPICAL WEEK

- Provide training and support for volunteers
- Connect partners (churches, universities and organizations) with schools
- Communicate with teachers/staff
- Communicate and plan with Literacy Mentor Leadership Team

SALARY RANGE

- 40K-50K depending on relevant experience

ABOUT EVERY NEIGHBORHOOD PARTNERSHIP

MISSION

To connect churches and other community partners with elementary schools, and equip them to serve through their active presence in every neighborhood.

VISION

To see our city holistically engaged, so our schools are supported, children excel, families are healthy and whole, and our communities thrive.

HISTORY

September of 2002, a group of city leaders connected a few churches with elementary schools in central Fresno. The primary purpose was to provide an outlet where the students at these schools could interact with positive role models during the weekend. It also provided an opportunity for volunteers from these churches to build relationships with the students.

As volunteers spent more time in these communities they became aware of two specific issues. First, the test scores of the students were consistently in the bottom end of all the elementary schools in Fresno Unified. Second, the percentage of the families living at or below the poverty line was higher than most communities in the city.

What started out as a small sports program evolved into a ministry that addressed these issues, including literacy, mentoring and community outreach events. Volunteers from the church became more connected to the neighborhood while discovering many opportunities to be involved in the lives of the community. Other churches began asking about these partnerships and how they might do something similar.

Every Neighborhood Partnership (ENP) was formed in January 2008 with a desire to see ministries like these replicated throughout the city.

INTERVIEW PROCESS

1. Submit Cover Letter and Resume to Andrew Feil
2. Initial Phone Call
3. Video & PowerPoint Submission
4. Interview w/ ENP Staff and Supporters

CONTACT

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