

## Position Description

### Director, Dominican Learning Center

**Leadership Liaison(s):**

**Name of Employee:**

**Prepared By:**

Human Resources

**Date: Feb. 1, 2018**

**Status:**

Exempt

**Hours:**

80 per pay period

**POSITION SUMMARY:** The Director is responsible for the overall management and growth of the Dominican Learning Center including the Educational Programming, Volunteer Tutor Management, Development and Budgeting, Advisory Council, and Facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**(1) Major Activity: Manage Learning Center Operations:**

- Supervise Employees, Sister Staff, and Volunteers.
- Provide staff development. Organize and implement staff meetings every other month.
- Develop and operate within an annual budget.
- Develop annual calendar for tutors and learners.
- Promote public awareness of services and coordinate internal and external communications.
- Provide annual report to the Dominican Sisters of Peace Leadership Team.
- Plan and conduct Advisory Council meetings and interactions.
- Coordinate and implement Strategic Plan.
- Purchase supplies/food for DLC.
- Represent the DLC in public.

**(2) Major Activity. Manage Adult Learner Programs:**

- Direct the ABE/GED program.
- Implement HiSet High School Equivalency Test Preparation along with GED.
- Match tutors and prospective learners.
- Coordinate the Success Course orientation for ABE/GED learners. Order books and materials for GED/ABE/Spanish GED programs.
- Provide resources and training in resources including books, technology, and supplementary materials for learners and tutors. Evaluate various on-line resources.
- Develop and implement learner recruitment programs.
- Oversee registration and assessment of prospective learners for level placement.

**(3) Major Activity: Manage Tutor Recruitment and Training:**

- Oversee tutor recruitment.
- Manage the Volunteer Match tutor recruitment tool and other recruitment tools.
- With Staff, provide monthly Tutor Training Workshops for new tutors including an overview of DLC and adult education.

- Update Tutor Training Manual and PowerPoint presentation annually.
- Provide a second individual workshop with a tutor when they are matched with a student.
- Plan and implement Tutor In-Service Workshop for GED/ABE tutors on topics that will improve teaching skills.
- Coordinate and edit monthly Tips for Tutors.
- Plan and coordinate the Tutor Appreciation Luncheon/ Dinner.

**(4) Major Activity: Manage Advisory Council:**

- Schedule four meetings during the year.
- Serve as an ex-officio Member.
- Work with the Advisory Council President to set agenda for meeting, the educational piece of the agenda, recruitment of new members, and strategic planning.
- Prepare a report for Advisory Council on what has taken place since last meeting and answer any questions during the meeting.
- Work with Treasurer to explain budget results.
- Direct Orientation of new Advisory Council members.
- Provide formation in the Dominican Charism and the Dominican Sisters of Peace.

**(5) Major Activity: Manage Development:**

- With the Development Committee of the Advisory Council, plan and implement the annual fundraising calendar. Seek new funding resources: e.g. grants, donations etc.
- Research and write existing and new grants and work with the DSP Grant Writer to provide information for grants.
- Track all grants and write end-of-grant evaluations.
- Participate in CHI Grant Team and oversee activities of DLC.
- Develop fall, winter, and summer newsletters for fundraising.
- Oversee #GivingTuesday and #Big Give on-line fundraisers.
- Oversee social media platforms and website to ensure information for potential donors.
- Oversee Learner Fee program.
- Manage Kelley Assistance Program. (Monetary gifts to help students who cannot get to tutoring because of cars, homelessness, etc.)
- Write personal thank you notes to all donors.

**(6) Major Activity: Manage Facilities**

- Manage physical conditions and improvement of Center.
- Supervise housekeeping.
- Organize and oversee summer maintenance including painting, rug cleaning, new furniture, etc.
- Oversee internet, telephone, WiFi, and security networks.
- Coordinate with DSP IT Department to purchase and install new computers/equipment.
- Ensure the website is up-to-date and pertinent to all audiences.

**(7) Major Activity: Attend Professional Workshops and Meetings**

- Attend and participate in professional conventions, workshops and meetings to stay abreast of new trends and innovations in the field of Adult Literacy.
- Take on-line courses to learn the latest methods of teaching adults.

**Other expectations:** Continually strive to achieve the DLC mission, vision and purposes

**REQUIRED MINIMUM QUALIFICATIONS**

**Education:** Bachelor’s Degree required with major coursework in Education or other related field. Master’s degree preferred.

**Experience:** Experience in Adult Education, ESL Education, or Job Training is preferred. Experience in Administration would be helpful.

**Requirements:** Proficient in a variety of computer software programs, including Microsoft Office. Must be able to work a flexible schedule and possess patience and compassion and a strong work ethic and desire to work as a supportive team member.

**KNOWLEDGE:** Business practices and terminology, word-processing software, and data entry.

**SKILLS:** Must possess positive interpersonal skills to effectively communicate; possess problem solving skills.

**ABILITY:** Communicate effectively in both oral and written form with staff, and public; compose reports and correspondence and edit documents with grammatical accuracy; maintain professional and pleasant demeanor; maintain confidentiality; prioritize assigned tasks; follow directions; work independently, be organized.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job.

- Stand and walk intermittently throughout the work day, including sitting and bending; reaching, lifting, carrying, and manipulating various office materials, supplies, and equipment;
- Must be able to cope with mental and emotional stress of the position;
- Must be able to function independently;
- Must be in good general health;
- Work requires continuous activity and with frequent interruptions;

**ACKNOWLEDGMENT:** I have read the above job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will and can be terminated by Dominican Sisters of Peace or by myself.

Signatures:

Employee \_\_\_\_\_

Date \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

HR Director: \_\_\_\_\_

Date: \_\_\_\_\_