

**Kenosha Literacy Council**  
**Job Description**  
**Literacy Advocate/Instructor**

Position Description: This position supports the Literacy Council's mission by teaching adults with limited English proficiency how to listen, read, write and speak in English and to learn essential life skills needed to access resources in the community. The position will connect students to post-secondary education, employment opportunities, and necessary community resources.

Position Summary: This hourly position is part-time based on available funding. Reports to Program Coordinator; office located in Uptown Library. Position requires some evening and weekend hours.

Primary Job Responsibilities

1. In accordance with the mission and goals of the Kenosha Literacy Council, under the direct supervision of the program coordinator, teach adult literacy & ELL classes.
  - a. Teach courses based on English Literacy – Civics Modules. The modules may include Local/State Government, Using the Library, Public Schools, Financial Systems, Healthcare Systems, Housing and Safety.
  - b. Recruit adult learners from throughout Kenosha County by working with local agencies, organizations, and schools.
  - c. Promote student retention utilizing program incentives, providing effective and meaningful communication, and directing learners to needed support services.
  - d. Implement designated testing procedure and maintain accurate class records.
2. Establish and maintain a relationship with Gateway Technical College, Kenosha County Job Center, and other relevant community resources in an effort to refer students to appropriate services.
  - a. Provide case management services for students transitioning to post-secondary education, looking for a job, or in need of other community resources.
3. Maintain a variety of records in both manual and electronic formats for the purpose of documenting activities.
4. Take part in approved professional development trainings to learn and implement best practices.
5. Attend KLC meetings on a regular basis and agency functions as required.
6. Perform other related tasks as assigned.

Experience and Educational Preferred Requirements

- Bachelor's degree in education, English, applied linguistics, or a related field.
- Experience accommodating diverse backgrounds and special needs of adult learners.
- 2 years of experience teaching adults.
- Valid driver's license.

Knowledge, Skills and Abilities

- Knowledge of a variety of learning styles and teaching methods.
- Effective planning, organizational communication and interpersonal skills.
- Commitment to and understanding of the mission of the KLC.
- Maintain confidentiality.
- General computer knowledge and proficiency required.

Working Conditions

- Keyboarding, writing, filing, sorting, shelving and processing.
- Lifting and carrying: up to 50 pounds or less.
- Sitting, standing, walking, climbing and stooping.