

DEPARTMENT: William C. Morris Learning Center

POSITION: Assistant Coordinator of the Learning Center

SUPERVISOR: Learning Center Coordinator

PRIMARY REQUIREMENTS: Agreement with the Rescue Mission of Utica's Mission Statement, intense curiosity about learning processes, creativity and lots of patience.

SUMMARY: The Assistant Coordinator needs to be knowledgeable about and effective in all the operational aspects of the Learning Center.

PERSONALITY CHARACTERISTICS THAT WILL BE HELPFUL:

- Patience
- Compassion
- Creativity
- Flexibility
- A well developed sense of humor

SKILLS, FAMILIARITIES AND INTERESTS THAT WILL BE HELPFUL:

- Strong oral and written communication skills
- Teaching, explaining and creatively re-explaining skills
- Patient listening skills
- Familiarity with addiction recovery and developmental disabilities
- Interest in Computer based learning, research and exploring
- Interest in languages preferably with fluency in several
- Broad academic interests in: Math, Writing, Science, Social Studies and Theology

DUTIES:

- Academic testing using the TABE system and other testing instruments
- Perform weekly reviews of clients' progress and take appropriate action based on the clients' progress including: recording progress, assistance, etc.
- Handle questions that arise on a wide range of academic, vocational, addictions, and life issues.
- Help maintain the Learning Center's computer network
- Supervise and direct the work of volunteers
- Attend training sessions required by the Mission
- A wide variety of other activities customarily associated with a semi-structured learning environment