

JOB TITLE: Learning Center Coordinator  
REPORTS TO: Transformers Program Manager  
DEPT: NLC Program

STATUS: REG/PT/NE  
SCHEDULE: Varies, up to 29 hrs/wk, M-F  
REVISED: 1/31/2020

*Winston-Salem Rescue Mission (WSRM) is a Christian, non-denominational service ministry, existing to help hurting men find healing in the gospel of Jesus Christ and hope through the new life Christ gives. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.*

## **SUMMARY OF POSITION:**

The Learning Center Coordinator works with the program residents to help them reach their educational goals and fulfill the requirements of the Transformers program. For those residents needing a GED or high school diploma the LCC oversees the process of evaluation, tutoring and examinations. The LCC also facilitates the GED class and coordinates with the GED volunteer tutors. The program residents depend on the LCC to help them utilize the learning center as a tool to grow spiritually and further their recovery.

## **DUTIES AND RESPONSIBILITIES:**

### Client Education:

- Administer diagnostic testing in order to ascertain academic levels.
- Prescribe a specific academic program as defined by diagnostics and entry interview:
  - Bring academic levels in reading, writing, social studies, science and math up to defined standards.
  - Teach/improve learning skills, study skills, and basic computer literacy until mastery or aptitude is achieved.
  - Assign appropriate coursework in pursuit of spiritual, educational and/or employment goals.
- Research adult education options to establish and maintain the best available education programming and resources.
- Collaborate with Program Manager to support clients in proper equipping, relevant to stated goals facilitating career-path employment. Such things addressed may include: Adult Basic Education (ABE), learning Microsoft Office software, time management, attendance and punctuality, appropriate interpersonal communication, and problem solving.
- Provide one-on-one tutoring, support and encouragement.
- Meet with clients to discuss academic progress and revise prescribed coursework accordingly.
- Facilitate the GED Class and prepare students to successfully take and pass the GED.
- Train and oversee educational volunteers in the tutoring and support of clients.
- Perform other related duties or projects as requested.

## **EDUCATION/EXPERIENCE:**

- Bachelor's degree in education or human service field preferred.
- Three to five years teaching or training experience required.
- Previous experience working with learning disabled, substance abusers, illiterate, and homeless preferred.
- Experience in Microsoft Office applications, specifically Word and Excel, preferred.

**SKILLS & QUALIFICATIONS:**

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Mature Christian, committed to teach adults educational skills and to apply biblical principles that are needed in order to have increased opportunities for a better life.
- Comprehensive knowledge and proficiency of foundational academics such as mathematics, reading comprehension, and writing.
- Skilled teacher, able to effectively teach individuals with varying learning styles who come from a very limited or negative educational background and/or have learning challenges/disabilities.
- Able to relate comfortably and effectively with a diverse range of people.
- Computer literate, proficient in Microsoft Office.
- Strong planning and organizational skills with regard to people, information, and things.
- Ability to function independently and multi-task to meet deadlines and facilitate achievement of goals.
- Excellent time management skills, able to consistently accomplish a high volume of quality work.
- Reliable, trustworthy and responsible.
- Professional in attitude and appearance, collaborative, accurate and patient.
- Attention to detail with high degree of accuracy.
- Ability to problem solve and trouble shoot.
- Good communication skills, able to assist others solve problems, get information and utilize data.

**WORKING CONDITIONS/PHYSICAL FACTORS:**

The work is typically performed in an office environment while sitting, standing, or stooping. The employee occasionally lifts light and heavy objects, weighing up to 25 pounds, and uses equipment requiring a high degree of dexterity.

**EQUIPMENT/TOOLS USED:**

- Computer (Database, Excel, Word, etc.)
- Internet
- Copier/Scanner/Printer
- Phone

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Employee Signature

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Date