



Literacy Connects  
200 E. Yavapai Rd.  
Tucson, Arizona 85705  
Phone: (520) 882-8006  
[www.LiteracyConnects.org](http://www.LiteracyConnects.org)

**Job Title: Basic Literacy Intern**

**Reports to: Program Coordinators, Program Directors**

**Status: Intern, temporary**

Literacy Connects is a Tucson nonprofit serving children and adults through literacy and arts programming that creates solutions to many of society's most persistent problems. From reducing unemployment and poverty to increasing economic growth and opportunity, literacy is key to a better future for all of us.

From birth throughout adulthood, Literacy Connects' programs offer opportunities for learners of all ages to realize their potential — at school and in the workplace, as parents, as consumers and as participants in the life of our community. Last year, our staff and more than 1,500 dedicated volunteers helped more than 50,000 individuals in Southern Arizona. The programs of Literacy Connects coach children in reading so they catch up with their peers and help adults with reading, writing, math and English. The programs teach parents the importance of reading to their children, help young people experience the power of words and ideas through the arts, and put books in the hands of people who need them.

**Our mission:** *Connecting people of all ages to a world of opportunities through literacy and creative expression.*

**Available Roles (positions may combine more than one role based on intern's skills and interests):**

- Reading Seed Coach—coaching and mentoring at least 3 students during the school year (or semester) at one of our schools in most need of extra coaches. Time also needed for training and professional development, preparation of sessions, and finding materials for sessions.
- Adult Basic Literacy (ABL)—serving as a volunteer tutor in a class or tutoring center. Instructional duties including co-teaching and assisting in class, preparing materials and resources, preparing lesson plans, assisting with progress assessing, data collection, and reporting outcomes. Time also needed for training and professional development.
- English Language Acquisition for Adults (ELAA - more commonly known as ESL)—serving as a volunteer tutor/teaching assistant in an ELAA class at a library, school or community center. Instructional duties including co-teaching and assisting in class, preparing lessons and materials, and assisting with data collection and reporting. Time also needed for training and professional development.
- Literacy Connects Lending Library—supporting our library coordinator with assisting coaches in finding materials and free books, using the catalog to find resources, re-shelving and alphabetizing lending library materials, restocking free book area, assisting as needed.
- Provide additional support at the Literacy Connects office.

**Qualifications:**

- Must attend Literacy Connects volunteer orientation and complete foundational training for Reading Seed Adult Basic Literacy and/or English Language Acquisition
- High school diploma or GED or equivalent
- Previous experience in elementary education and/or literacy programming strongly preferred; prior experience working in or with schools a plus.
- Ability to complete paperwork thoroughly and in a timely manner
- Excellent written and verbal communication skills
- Ability to provide exemplary customer service
- Ability to work independently and as part of team
- Successful results of criminal background check and fingerprint clearance
- Valid driver's license, auto insurance and reliable car.
- Ability to lift and carry up to 30 pounds (for some positions).

**Hours:** Typical work hours available between 9am and 5pm, Monday through Friday, but subject to school, training, program or event schedules. Additional evening and weekend hours will be required occasionally with advanced notice.

**Website:** [www.literacyconnects.org](http://www.literacyconnects.org)

*Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.*