



Read-A-Recipe for Literacy Coordinator at El Sol

This is an FLSA Classified Exempt Position. El Sol Jupiter's Neighborhood Resource Center hosts a program in partnership with the Weinig Foundation to promote education and literacy in innovative and engaging ways. Read a Recipe for Literacy (RRL) works to strengthen the community by empowering its members with better communication skills. RRL does this by using recipes – literal and figurative ones – to build literacy. The program targets children ages 7-12 who have the opportunity to learn about their local environment and how to build healthier lifestyles. Check out the website: www.readarecipeforliteracy.org

This is a part-time position:

- Tuesday nights 6:30pm-9pm within the semester programming (10 week semesters 3 times a year: Fall, Spring, Summer). With an additional 2.5 hours a week for follow up, classroom purchase and prep for a total of 5 hours a week for Tuesday classes.
- One afternoon a week for a 2 hour class within the time frame and day that will be determined.

Essential Functions:

- Develop a creative, hands-on curriculum for an average of 10-15 children ranging between 7 to 12 years old that is focused on creating healthy recipes *both figuratively and literally*. (10%)
- Ensure that all students receiving support through Read a Recipe for Literacy program are making gains in their reading, writing, and verbal communication abilities. (10%)
- Develop healthy cooking recipes with items from the El Sol Garden in coordination with the Kitchen Coordinator and also the Garden Coordinator. (10%)
- Engage children in the developing of social, literacy and communication skills involving El Sol's Community Garden. (10%)
- Organize and set-up El Sol center designated area to create an optimal learning environment. (10%)
- Follow up with students if they are absent in order to ensure regular attendance. (5%)
- 1.5 hour a week is spent on the following: follow up with students who have been absent, blogging on the Weinig Foundation's website, entering data in SERTS and sending an email to Supervisor with program report of the week before. (15%)
- Perform outreach community efforts to ensure the program is attended by children filling our available capacity, including fliers and other means of information about the program. (5%)
- 1.5 hours a week available to purchase all program materials and set up for weekly program. (10%)
- Engage volunteers from the community as required in the program. (5%)
- Graduation prep, prepare certificates, gifts for children, call to remind families to attend

Qualifications:

- Experience in programming with children.
- Culturally Sensitive Background.
- Bachelor's degree preferred.
- Bilingual (Spanish and English).
- Computer literate at user level.

The Read-A-Recipe Coordinator will report directly to Chief Program Officer and work closely with the Youth Literacy Coordinator.

Name

Date