

Literacy Council Program Coordinator Random Weekly Schedules

We have had several applicants who are either applying for this position as a second job or who may live outside Rapid City city limits. Because of that, we thought it might be helpful for you to see a random schedule of two weeks from our current coordinator. We don't want to scare you off, but rather provide a realistic sample of what this position entails. It is flexible, but still requires coordinating your schedule with that of the tutors and students, and sometimes an interpreter.

Please let us know if you have any questions once you have reviewed the calendar.

The calendar shows meetings and face-to-face time the coordinator planned, it does not account for the rest of her hours when she completed emails, phone calls, reports and other desk work (up to 20 combined hours a week - on average).

Also, please note these are just two sample weeks, no two weeks are the same, some will be lighter on meetings, heavier on desk work and vice-versa.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12 pm - Goal meeting (Library) 12:45 pm - Student/Tutor pairing (Library)	7 pm - Student/Tutor pairing with interpreter (Main Street Square)	4:30 pm - Tutor/Student Committee Meeting (1.5 hours monthly)	11 am - Spearfish meeting with tutors		
4 pm - meeting with new tutor (over coffee)		2:30 pm - Library meeting with Director	3 pm - Student/Tutor Pairing (Library) 5:30 pm - Monthly Board Meeting (1.5 hours, Library)	10:30 am - Student/tutor Pairing (Library)	

Student/Tutor pairing is the initial meeting between the two, you would facilitate introductions, set goals and help the tutors pick some materials for their first meeting with their students (takes about an hour).

Goal meetings are done every 6 months with current tutor/student pairs (takes about 20-30 minutes).

Regular meetings with organizations in the community to build relationships and make connections.