



# PARKER COUNTY CENTER OF HOPE

## Job Description Adult Education Coordinator

**Reports to:** Director of Career and Adult Learning

**Job summary:** The Adult Education Coordinator is responsible for planning, coordinating, and delivering educational programming for adult learners, including basic literacy and math, high school equivalency (GED), English as a Second Language (ESL), citizenship, and college readiness instruction. This role oversees and supports volunteer tutors, ensuring effective instruction through individual tutoring, classroom teaching, and blended learning models.

The Coordinator fosters a welcoming, high-quality learning environment by managing instructional programs, maintaining accurate student records, and directly instructing participants as needed. Working closely with staff, volunteers, and learners, the Coordinator ensures program goals are met and participants are equipped for academic advancement, language proficiency, and U.S. citizenship.

This position requires regular in-person engagement, including coordination with supervisors and colleagues, and interaction with volunteers, supporters, and participants, as well as consistent access to on-site resources and materials at Center of Hope.

### **Essential Functions:**

- Assists in recruiting volunteers to provide instructional services for adult learners who participate in the adult education program
- Ensures volunteer tutors receive current training, resources, and ongoing support to maintain instructional quality and consistency
- Works with adult education participants and volunteer tutors to establish individual goals for each session
- Coordinates and provides direction for volunteer tutors who provide basic literacy and math, high school equivalency, and English language learners
- Provides instruction and tutoring to adult students in the program, when needed
- Monitors pre- and post-tests to assess student progress
- Maintains all class registration and attendance; completes statistical data and reports, including data input in ETO, as required by the Director of Career and Adult Learning, to monitor and evaluate program activities and student outcomes
- Supports and advances program growth through ongoing student recruitment, community outreach, and partnership development with local organizations and agencies
- Assists in maintaining, reviewing, and updating curriculum and instructional materials to ensure alignment with student needs and program goals
- Participates in individual and group training activities and professional development as requested and appropriate through Center of Hope and partner agencies

- Attends and participates in departmental and Center of Hope meetings and professional development activities as directed
- Other responsibilities, as requested by Director of Career and Adult Learning and/or CEO

**Qualifications:**

- Actively involved in a Christian church; personal life reflects strong Christian principles
- U.S. citizenship or permanent residency; legally authorized to work in the United States
- Bachelor’s degree in education required; teacher certification preferred
- Knowledge of adult education principles; experience in adult education preferred
- Strong interpersonal and communication skills, with the ability to build positive relationships with volunteers and learners
- Ability to effectively engage with individuals from diverse socio-economic, cultural, and educational backgrounds
- Ability to work independently, exercise sound judgment, and provide leadership to volunteers and students
- Proficiency in Microsoft and Google Suites for reporting and documentation
- Bilingual (English/Spanish) skills are helpful, but not required

**Work week expectation:**

- This is a full-time, non-exempt position of approximately 32 hours per week.
- The work week is Monday-Thursday; although primary working hours are during the day, on occasion, some evening and/or weekend work will be required to complete tasks.
- Time spent representing Center of Hope or conducting other Center business away from the main buildings shall be included in the hours of work listed.

**Physical requirements of this position:**

- Prolonged standing and walking, as well as sitting at a desk and using a computer
- Physically able to bend, stoop, and lift in order to facilitate job responsibilities noted above
- Must be able to safely routinely lift boxes, bags and donated items weighing up to 10-15 pounds, and occasionally heavier items as needed, using appropriate equipment and designated safety protocols
- Vision and hearing must be sufficient to interact with other staff, volunteers, donors and participants and to carry out the responsibilities of the job as noted herein

In addition to the statements provided in this Job Description, the following Core Values are an integral part of working at Center of Hope. With your signature, you indicate your agreement to the contents of this document as well as the Core Values stated below.

**CORE VALUES**

- **Calling:** The belief that God has called you to serve at Center of Hope in this assigned role.
- **Character:** You possess a sense of ownership in this role. You display integrity in everything you do.
- **Chemistry:** Your values are in close harmony with the mission of Center of Hope. You are able to work well with the team and build unity.
- **Competence:** You have the critical skills and gifts necessary to perform this role successfully and are willing to use them.

*The statements in this job description describe the general nature and level of work being performed by the employee. They are not an exhaustive list of responsibilities, duties, or skills required and they do not establish a contract for employment. This job description is subject to change at the discretion of the employer with or without notice.*



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Employee Signature

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Date

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Supervisor Signature

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Date