



**THE SALVATION ARMY
NEW JERSEY DIVISION**

JOB DESCRIPTION

Name: _____ **Position Title: Divisional Mission: Literacy Coordinator**

Department: _____ **Supervisor:** _____

Hire Date: _____ **Non-Exempt**

Essential Function _____

The Divisional Mission: Literacy Coordinator will manage the training, program development, record keeping and reporting requirements for Mission: Literacy as outlined in the MOU with the American Bible Society.

Duties and Responsibilities _____

1. Train prospective *Mission: Literacy* tutors: lesson preparation, outcome measures, reporting
2. Ensure program data is collected: training rosters, database of tutors, corps registrations, tutoring cycle reports
3. Ensure divisional profile of data is current
4. Ensure timely reports are submitted to the American Bible Society and copied to the Divisional Mission: Literacy Coordinator of the New Jersey Division
5. Ensure financial records are kept tracking expenditures of funding from American Bible Society
6. Maintain on-going relationship with the Mission: Literacy Manager at the American Bible Society

Qualifications _____

1. Good teaching and communication skills
2. Good organizational skills
2. Sensitive to the Mission of both The Salvation Army and the American Bible Society
3. Experience working with children in an educational setting
4. Experience working with minority populations



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Statement of Confidentiality _____

The *(insert job title)* occupies a position of trust, and is expected to maintain confidentiality and exhibit loyalty to The Salvation Army and the staff of the *(name of Corps or Department)* in all job related matters.

Mission Statement _____

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

I have read and understand the duties outlined in this job description and am aware The Salvation Army may change this description as necessary to fulfill the requirements of the position.

Employee Signature

Date

Employer Signature

Date

Human Resources Signature

Date