

Caroline Center

*(900 Somerset Street * Baltimore, MD 21202)*

<http://www.caroline-center.org/cchome.html>

The goal of the Caroline Center is to help women of East Baltimore acquire the knowledge, discipline, and skills necessary to obtain a position that is fulfilling, pays a living wage, and offers opportunity for advancement. Caroline Center programs include components such as career options, needs and skills assessment, realistic goal setting, job training, computer training, job search assistance, job readiness assessment, and a mentoring partner after job placement. Instruction methods include small classes, one-on-one sessions, discussions, workshops, internships, and field trips. The center also has an after-school program (Caroline Academy) for the children of the women who are members of the Caroline Center.

As a member of the staff, the Instructional Staff Member teaches small groups of women and does individual tutoring. He/she is the point person for a small group of advisees and participates in their orientation, oversees their service, serves as support during their training and generally monitors their performance during their 15 weeks in the program. If the member is interested in working with children, they may also participate in the Caroline Academy after-school program.

Member Duties:

- Teach scheduled classes in readiness phase as assigned.
- Teach GED, job readiness, or computer classes as needed.
- Be available for individualized tutoring as needed.
- Serve as advisor for members.
- Attend scheduled staff meetings.
- Meet with advisees on regular basis (Tues. & Thurs.)
- Monitor attendance of advisees and maintain database of attendance records for them.
- Attend workshops with members when appropriate.
- Other duties as assigned.
- Serve as liaison with certified childcare class and instructor.
- Enter retention/progress data into database.
- Participate in transition classes/activities.

Qualifications:

- At least a Bachelor's Degree and experience in Adult Education.
- Flexibility, creativity, patience, organizational skills, warm presence, and friendliness.
- Ability to relate to diverse cultures.
- Ability to work as part of a team.
- Good oral and written communication skills.

