Elon Volunteers! Leadership Position Description
Tutoring Program Coordinator

Purpose:
As Tutoring Program Coordinator, you will focus on developing basic tools of creating a working program. You will develop an understanding of leadership by sharing your passion to engage yourself and others in working for positive social change.

Position Summary:
Tutoring Coordinators will work to place tutors at the partnering schools and after-school programs and ensure that the tutors are providing quality education to the students. You will be responsible for all the logistics of the program including recruitment, placement of tutors, and reflections. You will work closely with tutors, the Student Intern and the Assistant Director.

Duties and Responsibilities:
Recruitment:
- Advertise for volunteers for your program.
- Conduct interest meetings and trainings for your volunteers.

Training:
- Attend and participate in required staff development workshops and Kernodle Center trainings.
- Plan and implement the pre-semester training program for all new tutors
- Develop schedule for monthly reflection training workshops and recruit facilitators

Administrative Tasks:
- Develop schedules and arrange car pools.
- Collect volunteer hours from sites.
- Validation: Validate all tutor hours in the Kernodle Center database.
- Create monthly, mid-year and year-end reports. (America Reads/Federal Work Study Coordinators Only)
- Maintain the blackboard website.
- Help with general office tasks (answering phones, helping people when they come to the office, keeping the office neat, etc.).

Communication:
Tutors:
- Establish and maintain regular contact with volunteers.
- Check the database regularly to see if new volunteers have been added.

Partnering Schools:
- Establish and maintain regular contact with agency contacts.
- Communicate expectations with and provide regular, on-going feedback to schools and tutors.
- Check and respond to all related emails in a timely manner.

Staff:
- Track communication with agencies in an organized document.
- Meet weekly with all tutoring coordinators, Intern, and Assistant Director. Once a month the meetings will focus on fostering a deeper understanding of social issues.

Federal Work Study: (America Reads/Federal Work Study Only)
- Contact partner agencies once per month to check in on the status of their student FWS employees.
- Communicate with Financial Planning office about who is employed through FWS and their hours.

Time Commitment:
The time commitment is approximately 3-5 hours a week for this position. These hours include 2 scheduled office hours a week for the One to One and Mis Amigos coordinators. The time commitment for America Reads/FWS coordinators is 8-10 hours a week. With additional office hours when needed to fulfill additional responsibilities include staff meetings, staff retreats, development workshops and reflection activities.