



Position Title:
TUTOR COORDINATOR

Position Summary: The Tutor Coordinator plays a critical role in building relationships and helping to expand our impact and reach. This position leads activities to engage volunteers and increase student enrollment.

DUTIES AND RESPONSIBILITIES:

- Leads volunteer program operation and improvement implementation. Coordinate volunteer work schedules.
- Match and monitor placement of tutors and students
- Manages student and tutor recruiting and retention efforts. Identifies and develops strategies for reaching targeted audiences to enhance volunteer programs and successes.
- Leads, supervises and develops volunteers. Maintains a professional, supportive work environment for volunteers.

EDUCATION, EXPERIENCE AND SKILLS DESIRED

- Associate's degree or skilled certification plus at least three year's experience in a nonprofit position.
- Self-starter who is a skillful decision maker
- Knowledge required in: human services and relations, program planning and evaluation, community outreach, fund development, volunteer management or supervision
- Demonstrated abilities producing and presenting formal, persuasive group presentations; training adults; and working effectively with people from all segments of the community both individually and in groups
- Strong written, oral, and interpersonal skills
- Effective time manager who can routinely meet or beat deadlines and manage stressful, changing and demanding situations
- Computer proficiency a must
- Competency with office management and data manipulation software, social networking tools, and web site administration
- Ability to lift 30 pounds

ADDITIONAL INFO

- Position is grant funded at 10 hours/week thru June 30, 2025
- Ideal position for retired teacher or part/time administrator
- Rate of pay \$200/wk