



## **Job Description**

Title of Position: AARP Experience Corps Site Coordinator  
Reports to: AARP Experience Corps Program Manager  
Part Time (30 hours per week); Annual Salary- \$23,400; Overtime Exempt

**Summary of Position:** Manage the AARP Experience Corps program at assigned schools; recruit, schedule and support volunteers at assigned school; serve as liaison between the program and school staff.

### **Responsibilities include:**

- Manage the AARP Experience Corps tutoring program in assigned schools.
- Recruit new volunteer tutors for the program (this includes public speaking and attending community events to promote the program).
- Conduct intake process for new tutors including interviews, reference checks, and criminal background checks.
- Schedule and assign tutors to classrooms and match with students.
- Supervise, support, and assess effectiveness of volunteer tutors.
- Plan team meetings for tutors in assigned schools.
- Assure that AARP Experience Corps program standards are being met.
- Distribute, collect, and process program paperwork (pre and post assessment forms, program evaluation forms, tutor timesheets and session logs).
- Enter data into spreadsheets and database.
- Assist Literacy Specialist/Trainer with tutor trainings as needed.
- Assist with the 'Books for Kids' book donation/distribution program as needed.
- Attend weekly AARP Experience Corps staff meetings and monthly Greater Cleveland Volunteers staff meetings.
- Other duties as assigned by AARP Experience Corps Program Manager or Greater Cleveland Volunteers Program Director.

### **Qualifications:**

- **Required:** Bachelor's Degree in education, social service, management, or related field; minimum of two years of experience managing/supervising volunteers and coordinating a program; excellent verbal and written communication skills; ability to work well with diverse populations; administrative ability and the ability to keep large quantities of information organized; proficiency in Microsoft Office 2010 programs; ability to lift and transport tutoring supplies, books, and materials to and from schools; valid driver's license and automobile insurance and access to an automobile during working hours; ability to work occasional evenings and weekends.
- **Preferred:** Elementary school teaching experience and/or familiarity with the Cleveland schools; experience working with older adult volunteers.

Interested candidates should email a cover letter and resume to:  
Ross Jones, AARP Experience Corps Program Manager  
rjones@greaterclevelandvolunteers.org

#### **Greater Cleveland Volunteers**

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