



Job Posting

Title of Position: AARP Foundation Experience Corps Coordinator (30 hours per week)
Reports to: AARP Foundation Experience Corps Program Manager
Salary/exempt status: Salary grade 2; Annual salary \$24,200; Overtime exempt

Summary of Position: Manage the day-to-day functions of the AARP Experience Corps literacy tutoring program for assigned caseload. Observe and coach tutors. Serve as liaison between our program and the assigned sites.

Responsibilities include:

- Manage the day-to-day functions of the AARP Foundation Experience Corps literacy tutoring program for assigned caseload. Act as a liaison between our program, volunteers, and school staff.
- Observe volunteers and coach them to ensure AARP Foundation Experience Corps structured session standards are followed and sessions are as effective as possible.
- Work with school staff to schedule and assign volunteers to students.
- Process program data monthly (program evaluation, volunteer time entry, and student progress logs).
- Complete performance reviews for volunteers up to twice per year.
- Plan and implement monthly team meetings for volunteers.
- Provide basic technical assistance to tutors and students tutoring sessions.
- Ensure tutors and students have needed tutoring supplies, by preparing and delivering to homes/schools, as needed.
- Conduct student assessments as needed.
- Serve as a monitor for tutoring sessions, in-person or virtually, as needed.
- Assist Training Coordinator with tutor trainings.
- Assist in recruiting new volunteer tutors for the program.
- Assist with the intake process for new tutors including conducting interviews and reference checks.
- Attend weekly AARP Foundation 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, such as assist with agency events.

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; ability to work independently; administrative ability and the ability to keep large quantities of information organized; high level proficiency in Microsoft Office Suite; adept at other computer software; ability to lift and transport tutoring supplies, books, and materials to and from sites; 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 an urban education environment; experience working with older adult volunteers; experience working independently in a hybrid/remote work environment.

To apply, email your cover letter and resume to cpetrie@greaterclevelandvolunteers.org

Greater Cleveland Volunteers is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression or any other characteristic protected by federal, state and local laws with regard to hiring, assignment, compensation, advancement, lay-off, or other terms or conditions of employment.

Greater Cleveland Volunteers

4415 Euclid Avenue, Suite 200, Cleveland, OH 44103 • Phone: 216-391-9500 • greaterclevelandvolunteers.org

10/26/2021