



Job Posting

Title of Position: AARP Foundation Experience Corps Coordinator
Reports to: AARP Foundation Experience Corps Program Manager
Salary/exempt status: Annual salary \$16,650; Overtime exempt
Hours/schedule: 20 hours per week, Monday-Thursday 9:00a-2:00p (flexible)

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: College degree or equivalent experience in education, social services, management, or related field; excellent verbal and written communications skills; ability to work well with diverse populations; proficient in Microsoft Office Suite; ability to work independently; ability to keep large quantities of information organized and excellent attention to detail; ability to lift and transport materials; ability to work occasional weekend and evenings; friendly and courteous disposition; valid driver's license, automobile insurance, and access to an automobile during working hours.
- Preferred: Experience managing/supervising volunteers and coordinating a program; elementary school teaching experience and/or familiarity with an urban education environment; experience working with older adult volunteers; experience working in a hybrid/remote work environment.

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

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Greater Cleveland Volunteers

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