

# Employment Opportunity: *Tutor Coordinator (part-time)*

## **Job Summary:**

The Tutor Coordinator is responsible for ensuring that the Oakland Literacy Council has a sufficient number of trained, well-qualified volunteer tutors in order to meet our mission of providing literacy services to the adults of Oakland County. The Tutor Coordinator is responsible for recruiting and training new tutors and is responsible for supporting and providing professional development opportunities to our existing tutors.

## **Responsibilities:**

- Create and build positive and supportive relationships with tutors and those interested in tutoring;
- Initiate and manage tutor recruitment, training, and evaluation process;
- Coordinate and provide ongoing professional development opportunities (in person and on-line) for active tutors;
- Provide support for tutors as they problem-solve issues with students;
- Develop strategies to recruit more tutors in areas of the county with high student demand;
- Provide assistance to other office employees in securing hours submission and identifying students who need assessment;
- Develop and support a peer learning community for tutors;
- Identify resources for tutors that will accelerate student educational gains;
- Communicate regularly to active tutors (monthly e-newsletter, quarterly phone call, regional meet-ups);
- Organize events for tutors that build community and increase tutoring skills;
- Advocate for tutors and their needs;
- Represent the Council within the community as needed; and
- Other duties as assigned related to developing and supporting the tutors of the Oakland Literacy Council.

## **Qualifications:**

- The ideal candidate will be high-energy, friendly, helpful, flexible, and passionate about improving adult literacy. The ideal candidate will also demonstrate a high attention to detail and demonstrate problem solving skills. Other attributes include:
  - excellent verbal and written communication skills;
  - the ability to work effectively with diverse groups of people;
  - the ability to research and find information on the Internet; and
  - the ability to organize and juggle multiple tasks, use time effectively and work independently.
- Volunteer management experience highly desired.
- Experience in education, training and development, and/or community-based nonprofits helpful.
- Trained and experienced adult literacy tutor, ideally as part of the Oakland Literacy Council.
- Experience using Microsoft Office suite of products and FileMaker Pro desired.

**Hours:** 20 hours per week, generally Monday through Friday, flexible hours. Year-round.

**Compensation:** \$20 per hour, no benefits.

To apply for the position please submit a resume and cover letter by January 4, 2017 to Lisa Machesky, Executive Director at [lisa.m@oaklandliteracy.com](mailto:lisa.m@oaklandliteracy.com).



*The Oakland Literacy Council provides basic literacy and English language instruction to adults in order to facilitate lifelong learning, employment skills and personal well-being. Volunteers have been providing free one-on-one tutoring for adults with literacy needs since 1984.*

