

Math Program Coordinator (part-time)

Job Summary:

The Math Program Coordinator will recruit and manage a caseload of volunteer tutors and adult learners to ensure math program goals are met for delivery of instructional hours, educational gains, and retention of tutors and learners.

Responsibilities:

- Actively recruit student learners who have the greatest math needs in Oakland County by building relationships in communities with the highest dropout rates and establishing a presence at community events.
- Complete interviews with eligible learners, set goals, and onboard them to technology for remote learning;
- Check in with students and tutors to encourage their progress throughout their time in the program.
- Train new volunteer math tutors and offer professional development at least once a quarter.
- Recommend curriculum or curate custom lessons for volunteer tutors.
- Monitor monthly instructional hours and follow up with learner/tutor matches not meeting expectations.
- Coordinate annual review testing for math students with Data and Assessment Coordinator.
- Develop improvement plans for students who do not make progress on annual review tests.
- Contribute to monthly tutor newsletter and identify tutor/learner success stories.
- Maintain accurate data on students and tutors.
- Attend annual student graduation event and occasional field trips planned for tutors and students.

Qualifications:

- Knowledge of foundational math skills from whole numbers through geometry required.
- Experience working with adults in remedial education strongly desired.
- Experience and comfort with using technology for remote instruction and administrative tasks, including the Microsoft Office Suite of Products, SharePoint, Zoom, writing boards, online curriculum, and customer relationship (CRM) databases required.
- The ideal candidate will be friendly, helpful, flexible, and passionate about serving adult learners and improving numeracy levels in the community. Other attributes include:
 - the ability to organize and juggle multiple tasks, use time effectively, and work independently as well as part of the program coordinator team;
 - The ability to work effectively with diverse groups of volunteers and learners;
 - Strong interpersonal communication and administrative skills;
- Experience in education, training and development, literacy programs, volunteer management, workforce development, and/or community-based nonprofits desired.

Hours: 20 hours/week. \$23-\$25 per hour. No benefits. Year-round. Remote work allowed up to 5 hrs/week. Flexibility required to schedule occasional evenings and weekend calls and meetings.

To Apply: Send applications to: Laurie Weeks, program director, laurie.w@oaklandliteracy.com. The position will remain open until filled.



The Oakland Literacy Council provides basic reading, math, digital literacy, and English language instruction to adults 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.