



Job Description

Title of Position: AARP Foundation Experience Corps Site Coordinator
Reports to: AARP Foundation Experience Corps Program Manager
25 hours a week; salary grade 2; overtime exempt; \$19,500 annual salary

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

Responsibilities include:

- Manage the AARP Foundation Experience Corps literacy tutoring program in assigned schools. Act as a liaison between the program and school staff.
- Recruit new volunteer tutors for the program (this includes public speaking and attending community events to promote the program).
- 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 Foundation Experience Corps program standards are being met.
- Distribute, collect, and process program paperwork (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.
- Plan parent outreach events in assigned schools.
- Assist with the intake process for new tutors including interviews, reference checks, and with criminal background checks, as needed.
- 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.

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 software; 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; personal cell phone available to use for work.
- 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 Foundation Experience Corps Program Manager
rjones@greaterclevelandvolunteers.org

Greater Cleveland Volunteers

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