Job Posting

Title of Position: AARP Foundation Experience Corps Program Manager
Reports to: Program Director
Hours and Wage: Full time (37.5 hours per week); Exempt; Salary Grade 3: $39,000 annual salary

Summary of Position: Responsible for the day-to-day management of the AARP Foundation Experience Corps literacy tutoring program and its pivot to and success as a virtual program.

Management Duties Include:
- Implement and be responsible for a successful pivot from an in-school tutoring program to a virtual program.
- Build and maintain positive relationship with the Cleveland Metropolitan and Euclid City Schools administrators. Be the point of contact for the schools, ensuring the program meets district guidelines.
- Achieve program goals and timelines set by Greater Cleveland Volunteers, the national AARP Foundation Experience Corps office, and program funders.
- Assure compliance with AARP Foundation Experience Corps program standards.
- Supervise AARP Foundation Experience Corps Coordinators, Literacy Specialist/Trainer and AmeriCorps VISTA Program Assistant.
- Create a test data-sharing plan with school districts and work to obtain district approval.
- Ensure that all required documentation/paperwork is collected and organized for the tutors and students in the program.
- Track and document all student assessment, attendance log data and other data as requested.
- Be the staff contact for families and students and plan activities to encourage parent involvement with the program.
- Promote the AARP Foundation Experience Corps program in order to recruit new volunteers and develop partnerships to support the program. Attend community events and perform public speaking engagements.
- Implement processes for recruiting, screening, training and managing tutors.
- Assist with tutor and staff trainings as needed.
- Oversee program evaluation process implementation. Assist with student progress checks, as needed.
- Resolve volunteer and school issues and promote cooperation among all parties.
- Assist Program Director in preparing reports to funders and the national AARP Foundation Experience Corps office.
- Take on Coordinator duties as needed including: monitoring, observation and coaching of tutors; planning and conducting team meetings; scheduling tutors and students; distribute, collect, and process program documentation; keeping in contact with appropriate school staff.
- Attend occasional out of town conferences and meetings.
- Other duties as assigned by Greater Cleveland Volunteers Program Director.

Qualifications:
- Required: Bachelor’s Degree in education, or related field; minimum of four years demonstrated program management experience in a nonprofit organization or school setting. Proven employee supervision experience; excellent verbal and written communication skills; ability to keep large quantities of information organized and meet deadlines. Previous experience working with virtual platforms. Proficiency in Microsoft Office programs; valid driver’s license and automobile insurance and access to an automobile during working hours; ability to work remotely as needed; ability to work occasional evenings and weekend and travel.
- Preferred: Proven volunteer management experience; knowledge about databases (VSys One and Salesforce preferred).

Interested candidates should send a resume and cover letter via email to:
Kirsten Frei-Herrmann, Program Director, k frei-herrmann@greaterclevelandvolunteers.org

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