



Job Posting

Title of Position: AARP Foundation Experience Corps Coordinator
Reports to: AARP Foundation Experience Corps Program Manager
Salary/exempt status: Annual salary \$20,800
Hours/schedule: 25 hours per week, Monday-Friday 9:00a-2:00p (flexible and hybrid)

Summary of Position: Manage the day-to-day functions of the AARP Experience Corps literacy tutoring program for assigned caseload (all sites in the Cleveland Metropolitan School District). Observe and coach volunteers. Serve as liaison between our program, volunteers, 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 and coach volunteers 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) and ensure all data is entered correctly by volunteers.
- Complete performance reviews for volunteers up to twice per year.
- Plan and implement monthly team meetings for volunteers.
- Provide basic technical assistance to volunteers on necessary technology for the program.
- Ensure volunteers and students have needed tutoring supplies by preparing and delivering to schools, as needed.
- Conduct or collect student assessments as needed.
- Serve as a monitor for tutoring sessions, in-person or virtually, as needed.
- Attend all volunteer trainings and assist Training Coordinator as needed.
- Assist in recruiting new volunteers for the program.
- Assist with the intake process for new volunteers 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 assisting 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, video conferencing, and adaptive to new technology; ability to work independently and as a team; ability to keep large quantities of information organized and excellent attention to detail; ability to lift and transport materials up to 25 pounds; 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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