



## Position Description Tutoring Coordinator

School-based Tutoring Coordinators work with College and Career Pathways program site staff to support the school's afterschool tutorial program. The position is part-time (8-10 hours per week). Specifically, duties of the Coordinator include:

- Helping to recruit and manage tutoring volunteers;
- Aiding in maintaining a relationship with the Terps4Change program on UMD's campus;
- Communicating with the Terps for Change Site Coordinator;
- Managing the tutorial program on Tuesdays and Thursdays at Northwestern High School from 3:00PM until 6:00PM;
- Assigning students to tutors based on the students' needs and the tutors' area(s) of expertise;
- Sending reminders to students to ensure they are present for tutoring;
- Providing tutoring services when needed;
- Tracking student grades to determine which students are in need of academic support twice per quarter;
- Maintaining tutoring databases;
- Developing a Summary Report at the end of each quarter;
- Other duties as assigned by the Site Administrator and Executive Director.

### Qualifications:

- Must have completed at least two years of an undergraduate program in education, psychology, sociology, social work, family services, or other related field; (bachelor's degree preferred)
- Experience providing academic support to students;
- Leadership experience;
- Good communication, organizational, and facilitation/presentation skills;
- Strong attention to detail;
- Experience working with populations similar to those served by College and Career Pathways;
- Ability to take initiative and work independently.

**Salary Range:** \$14-16 per hour

**Proposed Start Date:** September 17, 2018

For more information, please visit our website at [www.collegeandcareerpathways.org/aboutus/careers](http://www.collegeandcareerpathways.org/aboutus/careers)

Individuals interested in applying for the position should email their resume, cover letter, writing sample (1-2 pages) and list of references to [info@ccpathways.org](mailto:info@ccpathways.org).

**NO PHONE CALLS PLEASE**