JOB TITLE: Office Assistant

SPECIFIC DUTIES:
• Answering the phone
• Dealing with clients
• Data entry
• Assist professional staff
• Submit your timesheets on time before deadlines
• Have fun!

PRE-EMPLOYMENT TRAINING AND ORIENTATION:
• On-site

REQUIRED QUALIFICATIONS:
• None

SUPERVISION PROVIDED: Yes

JOB TITLE: Volunteer Coordinator

SPECIFIC DUTIES:
• Training and supporting community volunteers in their role as reading tutors; helping to create a positive experience for volunteers.
• Maintaining positive relationships between the agency, teachers, students’ families and community partners.
• Supporting tutors during sessions by identifying resources and addressing questions and concerns.
• Conferencing with tutors and teachers in order to maximize student achievement.
• Implementing opportunities for parents to become involved
• Ensuring that all students receiving support through the agency are making gains in their reading abilities.

PRE-EMPLOYMENT TRAINING AND ORIENTATION:
• Comprehensive, two-week orientation curriculum

REQUIRED QUALIFICATIONS:
• Excellent constituent relations skills (volunteers, teachers, parents),
• Positive attitude
• Detail-oriented with strong organizational skills
• Proficiency in Spanish
• Experience in volunteering or volunteer management
• Experience teaching reading to K-5 students or working within a school environment

SUPERVISION PROVIDED:
Reports directly to Senior Program Manager, who oversees all tutoring centers.