



Job Description – Tutoring Team Assistant

BACKGROUND

Soar Detroit is a reading tutoring ministry. Beginning in 2005 with one after-school program, Soar Detroit has now reached over 1900 students in after-school and in-school settings. On average, students have historically improved two grade levels or more in just 26 weeks of twice-weekly tutoring. Recent literacy statistics show that only 1/10 of Detroit third graders are reading at or above their grade level – and that was before COVID-19 learning loss. We are building a world-class team that will join us in partnering with reading mentors, the Church in Detroit, and local schools to address literacy crisis in Detroit.

POSITION SUMMARY

Soar Detroit seeks to hire Tutoring Team Assistants who will provide the administrative, clerical and background support needed to successfully execute the Soar Detroit literacy program in an in-person or remote tutoring environment.

CURRENT CONTEXT

Soar Detroit reading mentors, primarily volunteers, provide 1:1 tutoring to elementary school students in Detroit using customized lesson plans prepared by Soar Detroit Tutoring Coordinators. In response to the 2020 COVID-19 pandemic, Soar Detroit introduced an online model which allows mentors to interact with students via videoconferencing. Soar Detroit is now positioned to operate in person *and* remotely, enabling us to meet the public health needs of the community, as well as the needs or preferences of host organizations, mentors, and families.

RESPONSIBILITIES

- Mentor management
 - Verify and document that mentors have completed training and background checks
 - Assist with mentor training sessions
 - Manage mentor scheduling and arrange for substitutes
- Support the Tutoring Coordinator
 - Assist with student supervision and escort to and from tutoring workspace
 - Supply inventory management
 - Format and produce reports upon request
 - Troubleshoot computer or software issues
 - Assist with administering student reading and skills assessments
 - Assist with room setup and cleanup
 - Email and phone communication with student families



- Manage student roster
- Other clerical support as needed
- Record keeping
 - Ensure student and mentor attendance is accurately captured and recorded
 - Manage student and mentor information in the Soar Detroit database

QUALIFICATIONS

- Experience with and comfort in working with volunteer teams.
- Experience with computer software operations, including Windows (Microsoft Office applications preferred), databases, and videoconferencing tools, e.g. Zoom or Microsoft Teams.
- Candidates must have a computer (laptop or desktop) with internet access, webcam, and audio.
- Employment is contingent upon successfully completing Soar Detroit mentor training and passing required background screening.

PROFILE

The ideal candidate is:

- Passionate about literacy, believes strongly in the vision and mission of Soar Detroit, and embodies the values of the ministry.
- Highly organized and detailed.
- Known for serving others with grace and patience.
- A consistent worker who sees projects through to their completion with minimal supervision.
- A strong communicator with good interpersonal skills.
- Willing to engage, love, and encourage students in the love of Christ, and to help create opportunities for others to do the same.

Reporting relationship: This position reports to the Assistant to the Director of Tutoring.

Employment status: Full-time and part-time hourly positions are available, September-May. Some hours may also be available June-August.

To apply: Interested candidates should submit a resume and cover letter to Noelle Childress, noelle.childress@soardetroit.com.

Revised date: August 3, 2021