



Job Description – Tutoring Coordinator

BACKGROUND

Soar Detroit is a reading literacy 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 of educators 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 Coordinators who will execute the Soar Detroit literacy program in an in-person or online setting.

CURRENT CONTEXT

Soar Detroit reading mentors, primarily volunteers, provide 1:1 tutoring to elementary school students in Detroit using customized lesson plans prepared by caring, dedicated educators. 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. In either setting, Tutoring Coordinators will assess students, prepare lessons, maintain student records, and supervise and facilitate mentor-student interactions.

RESPONSIBILITIES

- Engage, love, and encourage students in the love of Christ, and create opportunities for others to do the same.
- Interact with school personnel and student families in a gracious, professional manner.
- Conduct and analyze reading and skill assessments.
- Prepare dynamic, engaging, easy-to-follow tutoring lessons for each student.
- Supervise and coach reading mentors.
- Manage tutoring sessions.
- Review and maintain records of student activity and progress.
- Serve as a Soar Detroit ambassador in the community.



QUALIFICATIONS

- Understanding of the educational process.
- Experience in assessing students, and in developing and implementing reading improvement plans.
- Experience in managing employee or volunteer teams.
- Experience with computer software operations in Windows; Microsoft Office applications preferred. Also, familiarity with videoconferencing tools, e.g. Zoom and/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.
- Known for serving others with grace and patience.
- One who values excellence in products, processes, and organizations, and consistently strives for improvement in results.
- A consistent worker who sees projects through to their completion with minimal supervision.
- A strong communicator with exceptional interpersonal skills.

Reporting Relationship: This position reports to the Director of Tutoring.

Employment status: Full-time and part-time hourly positions are available, September – May, with optional summer work. Pay differential available to bi-lingual (Spanish-English) applicants as needed.

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

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