

Job Description - Assistant Site Coordinator

CONTEXT

Soar Detroit, a literacy tutoring ministry, began in 2005 and has reached over 1000 students, who on average improve more than two grade levels each year in just two days per week of after-school tutoring. Momentum is building within the Church in Detroit today to scale up this literacy program, with the goal of serving 10,000 students each year, and to work towards reversing the current literacy statistics, which show that only 10% of Detroit third graders are reading at or above their grade level.

We are building a world-class team that can be a force for serving Detroit in the coming decades, as we partner with the Church to address the literacy crisis we face.

POSITION SUMMARY

Soar Detroit seeks to hire an Assistant Site Coordinator who will assist the Site Coordinator (i.e., the Soar Detroit staff member who leads the tutoring program at a given school) in administering the in-school program for students, while also coordinating and communicating with the volunteers.

RESPONSIBILITIES

- Supports the Site Coordinator in executing the Soar literacy program at their location, working together with the Site Coordinator to ensure that each session runs in an excellent, timely manner.
- Engages, loves, and encourages students in the love of Christ, and helps create opportunities for others to do the same.
- Provides administrative support to the Site Coordinator in setting up the library of leveled books at their location as well as the Site Coordinator's creation of individualized materials for volunteers twice weekly.
- Assists Site Coordinator with daily room setup
- Facilitates recruitment, intake and scheduling of regular mentors and substitutes to tutor the students twice weekly.
- Undergoes Soar tutor training and proper background check. Serves as tutor substitute when needed.
- Verifies and documents that mentors are properly trained and background checked.
- Manages weekly mentor schedule and coordinates substitutes to cover when mentors will be absent.
- Collects and sends student and mentor attendance data to Soar Detroit administration.
- Serves as an ambassador of Soar Detroit in the community.

QUALITIES REQUIRED:

Passionate about Soar Detroit Mission

This person is passionate about the vision and mission of Soar Detroit and embodies the values of the ministry. He or she has a desire to dramatically improve literacy in Detroit, and to share the Gospel with youth in the city of Detroit.

Job Description - Assistant Site Coordinator

Proactive Service Orientation

This person has a posture of serving others and helping volunteers as they serve our students, serving all with grace and patience.

Commitment to Excellence

This person values excellence in products, processes, and organizations, while consistently striving to make things better.

Understanding of Educational Process and Curriculum

This person must be willing to be trained to help prepare materials for volunteers when needed.

Natural at Following Through

This person is a consistent worker who independently sees projects through to their completion.

Personal Presence and Strong Interpersonal Skills

This person communicates clearly and in a professional manner with the Educational Specialist, Soar staff, volunteers, school personnel, and students. He or she communicates expectations in a clear, non-abrasive way.

Reporting Relationship: This position reports to the Site Coordinator.

Employment status: Full-time and part-time hourly positions are available, September – May.

Revised date: October 9, 2019

If interested, please submit your resume to Regina Himmelspach, regina@soardetroit.com