



### Job Posting

Title of Position: AARP Foundation Experience Corps Coordinator (30 hours per week)  
Reports to: AARP Foundation Experience Corps Program Manager  
Salary/exempt status: Salary grade 2; Annual salary \$24,200; Overtime exempt

Summary of Position: Manage the day-to-day functions of the AARP Experience Corps literacy tutoring program for assigned caseload. Observe and coach tutors. Serve as liaison between our program and the assigned sites.

#### Responsibilities include:

- Manage the day-to-day functions of the AARP Foundation Experience Corps literacy tutoring program for assigned caseload. Act as a liaison between our program, volunteers, and school staff.
- Observe volunteers and coach them to ensure AARP Foundation Experience Corps structured session standards are followed and sessions are as effective as possible.
- Work with school staff to schedule and assign volunteers to students.
- Process program data monthly (program evaluation, volunteer time entry, and student progress logs).
- Complete performance reviews for volunteers up to twice per year.
- Plan and implement monthly team meetings for volunteers.
- Provide basic technical assistance to tutors and students tutoring sessions.
- Ensure tutors and students have needed tutoring supplies, by preparing and delivering to homes/schools, as needed.
- Conduct student assessments as needed.
- Serve as a monitor for tutoring sessions, in-person or virtually, as needed.
- Assist Training Coordinator with tutor trainings.
- Assist in recruiting new volunteer tutors for the program.
- Assist with the intake process for new tutors including conducting interviews and reference checks.
- Attend weekly AARP Foundation Experience Corps staff meetings and monthly Greater Cleveland Volunteers staff meetings.
- Other duties as assigned by AARP Experience Corps Program Manager or Greater Cleveland Volunteers Program Director, such as assist with agency events.

#### Qualifications:

- Required: Bachelor's Degree in education, social service, management, or related field; minimum of two years of experience managing/supervising volunteers and coordinating a program; excellent verbal and written communication skills; ability to work well with diverse populations; ability to work independently; administrative ability and the ability to keep large quantities of information organized; high level proficiency in Microsoft Office Suite; adept at other computer software; ability to lift and transport tutoring supplies, books, and materials to and from sites; valid driver's license and automobile insurance and access to an automobile during working hours; ability to work occasional evenings and weekends.
- Preferred: Elementary school teaching experience and/or familiarity with an urban education environment; experience working with older adult volunteers; experience working independently in a hybrid/remote work environment.

To apply, email your cover letter and resume to [cpetrie@greaterclevelandvolunteers.org](mailto:cpetrie@greaterclevelandvolunteers.org)

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**Greater Cleveland Volunteers**

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