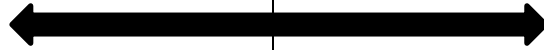


**TOO SPARSE**



**TOO AMBITIOUS**

**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.