

Program Coordinator – School on Wheels

Part-time (15 hours)

The role of the Program Coordinator is to provide daily management of the tutoring hour at a specific site by working directly with students, tutors, parents, and partner staff. The Program Coordinator works as an advocate for education, providing academic support for families experiencing homelessness.

Duties include:

- Oversee the School on Wheels tutoring hour at two schools during designated tutoring sessions.
- Ensure the tutoring hour runs smoothly and follows the established School on Wheels procedures, policies, and rules, including exit plans.
- Ensure that all volunteer, parent and student data is completed accurately and that the data is entered into our database on a weekly basis.
- Complete a weekly detailed report that is to be submitted to the Education Manager
- Ensure intake packets are accurately completed and submitted weekly to the School on Wheels office staff for all children receiving tutoring services.
- Establish and maintain communication with parents, teachers, and partner staff to support our Ignite Learning Program.
- Provide daily support to volunteer tutors by arriving early to sites to communicate with and answer questions of our tutors, by regularly updating the Tutoring Communication Log in each student's folder, by providing support for homework when needed, and by encouraging the use of provided supplemental activities that are appropriate for each student during tutoring.
- Communicate appropriate feedback, information, and School on Wheels activities to volunteer tutors by email or phone call.
- Distribute and collect surveys to children and parents.
- Communicate with shelter staff regarding clients' arrivals and departures or other issues.
- Attend regularly scheduled Program Coordinator meetings and the arranged 1:1 meetings with the Education Manager.
- Promote and communicate School on Wheels events and initiatives to tutors and partners.

QUALIFICATIONS:

- Bachelor's Degree
- Demonstrated ability to work with students and volunteers from a variety of backgrounds
- Must be responsible, dependable, well-organized and have high integrity
- Previous teaching/tutoring experience a plus