



**POSITION TITLE:** AARP Foundation Experience Corps School Partnership Coordinator

**PROGRAM:** Carver Senior Programs Department

**REPORTS TO:** AARP Foundation Experience Corps Program Manager

**LOCATION:** Carver Senior Center

**STATUS:** Non-Exempt, Part Time

**SALARY:** \$15/hour

**SCHEDULE:** Monday – Thursday, 8am-5pm, with occasionally a Friday for trainings

**SUMMARY:** The School Partnership Coordinator will be responsible for assisting the Program Manager with overseeing the planning, organizing, and support of AARP Foundation Experience Corps’ tutor volunteers and program implementation.

**RESPONSIBILITIES/DUTIES**

- Operate and manage tutor volunteers and program implementation virtually and in-person
- Plan and organize annual teacher orientations to support program implementation at all participating placement sites
- Communicate and meet regularly with Program Manager to ensure adherence to program guidelines and standards
- Coordinate and conduct Pre-Service and In-Service tutor volunteer trainings
- Create tutor volunteer schedules and placement assignments
- Communicate and ensure the completion of teacher surveys, tutor surveys, parent releases, tutor and student sessions are accurately collected and documented by required due dates
- Implement “coaching model” to effectively monitor, observe, support tutor observations
- Conduct mid-year and end-of-year tutor progress reviews
- Plan monthly mini meetings for tutors
- Assess and input into national database (Foundations Impact System) beginning-of-year, mid-year, and end-of-year student fluency and accuracy measures on student participants
- Maintain inventory of curriculum kits, resources and materials
- Coordinate and implement 2 special family engagement, and/or literacy events annually
- Communicate directly with schools and teachers to address any concerns, needs, changes, data chats etc. Document and address concerns with Program Manager to provide solutions in a timely manner

- Foster and maintain positive working relationships with principals, teachers, members, and students
- Ensure a positive, productive, and satisfying experience for AARP Foundation Experience Corps tutor volunteers and schools

**OTHER**

- Attendance at AARP Foundation Experience Corps National Meetings when required
- Attends monthly webinars and AARP Foundation EC monthly network calls when required
- Perform other duties as needed to support the mission of Carver’s AARP Foundation Experience Corps Program

**QUALIFICATIONS**

- Must have a Bachelor's degree preferred or 3 years equivalent combination of education and related experience in providing student related services in a school setting/community organization is required. Teaching/tutoring experience and experience with volunteers are helpful
- Must possess knowledge of various virtual platforms (Cisco WebEx, Zoom, Google Meet) and fundamental computer skills (Data Entry, Microsoft Office, Outlook)
- Must possess INTEGRITY, MATURITY, and ENERGY
- Enthusiasm for mission and vision of Carver
- Excellent writing skills, communication, and interpersonal skills
- Highly organized-Ability to prioritize and manage multiple activities and deadlines
- Ability to work flexible hours occasionally and punctual
- Familiarity with quantitative and qualitative reporting strategies
- Ability to work in a team, assisting others when needed
- Valid Indiana Driver’s License and access to a car
- Ability to lift a minimum of 45 pounds

**Training Requirements**

- Attend ALL Staff training and Professional Development sessions as related to position

**Level of decision making**

- Compliance with and enforcement of Carver policies and procedures
- Development and implementation of office management policies & procedures

**This Job Description is not intended to exhaustive. Other responsibilities may be included as directed by AARP Foundation EC Program Manager or Executive Director.**

**ACKNOWLEDGEMENT**

I have reviewed and understand the above job description and believe it to be accurate and complete and I fully understand the requirements set forth herein. My signature indicates that I hereby accept this position and agree to abide by the requirements set forth. I understand that this job description is to state general guidelines and doesn’t constitute a contract for employment. Furthermore, I understand that the Agency can change the duties and responsibilities of this job as business necessitates. A copy of this job description will be kept in my personnel file.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date