



Raising A Village

FOUNDATION

Job Opportunity Site Coordinator

While Raising A Village (RAV) is currently operating in a hybrid model, candidates are expected to reside within commuting distance of our headquarters in Washington, DC. Applications will be reviewed on a rolling basis, with priority given to those **received by January 5, 2023**, with a target start date of **January 12, 2023**.

About Raising A Village Foundation

Raising A Village Foundation (RAV) is a 501 (c)(3) non-profit organization, committed to providing high-quality intervention programs and community resources to children, youth, and families in the areas of education, health and wellness, and the arts.

Raising A Village leads several key initiatives designed to create positive change for children and families in underserved communities. Each program offers support and educational opportunities that promote personal growth and civic engagement. These initiatives include: Driven 2 Succeed (Education), At the Table (Health and Wellness), and We the Village (The Arts).

The Opportunity

Raising A Village Foundation is looking for a self-motivated, mission-driven, **Part-Time Site Coordinator**. This individual is responsible for supporting the program administration and coordinating logistics that pertain to the Driven 2 Succeed program at their assigned school or community site. An overview of the job responsibilities include:

- Monitoring and tracking student participation
- Supporting Driven Student Corps Members (tutors and mentors) and volunteers daily
- Serving as the initial contact for teachers and community partners at their designated site
- Working with Driven Student Corps Members to tutor youth at RAV's designated sites as part of the Driven 2 Succeed services team
- Assisting with the collection of data for program evaluation purposes.

The ideal candidate will be well-versed in developing and fostering relationships with school and community members through education programming activities and community outreach events. Relevant background experience should include:

- Teaching and/or high impact tutoring experience
- Program coordination and evaluation
- Lesson plan development
- School and community engagement

This position reports directly to the Program Director and works closely with members of the RAV team, Driven Student Corps members, teachers, and school administrators.



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Essential Job Responsibilities

The list of action items below provides a general outline of the duties and responsibilities that are essential for this position. It is not all inclusive and responsibilities may change as shifts in programming occur under the direction of the Executive Director.

- Coordinate the daily operations of programming and support team members at the program site
- Responsible for the supervision, safety, and movement of students at all times, including arrival and departure procedures and monitoring attendance
- Assist DSC members with scheduling, timesheets, and assignment trackers
- Collaborate with tutors and school staff to ensure that students have current assignments completed during each session
- Utilize basic classroom management skills
- Assist in the planning and facilitation of culminating events, performances, and other program-related initiatives including but not limited to holiday celebrations, back to school nights, and local/national educational initiatives
- Ensure that site visuals are kept up-to-date and in good condition (Ex. bulletin boards, RAV branded materials, etc.)
- Prepare site materials and update as necessary (office supplies, enrollment forms, school supplies, student workbooks, portfolios, etc.)
- Prepare, distribute, and collect daily and weekly program materials
- Draft and disseminate weekly newsletters to DSC team members
- Monitor data tracking tools to ensure high impact tutoring (HIT) programming goals are being met
- Input student attendance in the data tracking tool; ensure that the information is up to date
- Distribute and collect the pre and post programming surveys
- Articulate clear expectations in the classroom and hold tutors and students accountable for abiding by them

Qualifications

We are looking for candidates with relevant skills and experience. However, we also encourage you to apply even if your experience does not completely align with the aforementioned job responsibilities. As we help you grow professionally, we in turn, become a more inclusive organization.

Preferred

- Associate or Bachelor's Degree in Education, Human Services, Social Work, Child Development or a similar field of study
- Program sites are accessible by public transit; however, personal transportation is strongly preferred



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Required

- Experience working with school-age children with an emphasis on classroom instruction, high impact tutoring, and/or mentoring
- At least two years of nonprofit or public service experience
- At least two years of leadership experience
- At least two years of youth program coordination experience
- Possess the ability to tutor students using the HIT learning model
- Accountable for making decisions, managing resources efficiently, achieving goals, and serving as a role model for the values of the organization
- An approachable, objective listener who builds and maintains effective relationships with their team, school administrators, and teachers
- Values diversity and the perspectives of others; able to work cross-culturally
- Displays consistent and objective judgment in the classroom setting and with team members
- Highly motivated, self-starter with strong organizational skills and the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to handle confidential information with discretion
- Highly resourceful with the ability to be proactive in their approach to problem-solving; strong decision-making capability
- Strong written and oral communication skills; proficient in Microsoft Office, G Suite, Adobe Pro, Excel, and task management systems
- Strong work ethic with a high degree of energy; able to participate in light lifting and classroom organizing
- Must pass background check and required drug screening
- Maintain a level of sensitivity and dedication to the mission of Raising A Village Foundation
- Must be respectful to the organization's leadership and maintain a high standard of professionalism when corresponding with leadership and team members

Access, Equity, and Inclusion

Raising A Village is an equal opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. RAV is committed to building a culturally diverse team and providing professional development opportunities. **We strongly encourage applicants who are people of color, LGBTQ+, veterans, disabled, and/or members of otherwise marginalized groups to apply.**



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Compensation and Benefits

This position is an in-person, part-time position at 20-25 hours per week. This is a temporary, contracted position with the ability to be offered an extended contract based on favorable performance. While RAV is currently operating in a hybrid model, candidates are expected to be available in person in the Washington, D.C area during work hours. Time of work will coincide with your training schedule requirements and hours of program operation. Work hours may include occasional evenings and weekends.

As a part-time contractor, the compensation for this position is \$20.00- \$25.00 hourly. Compensation is commensurate with experience. As an independent contractor, the organization is not required to provide employee benefits (i.e. health insurance coverage, paid vacation or sick leave, retirement, paid family leave, Social Security, Medicare, unemployment tax, or any other benefits).

Interested?

To apply for this position, please complete the employment [intake form](#). If your application is accepted for review, a member of our team will reach out to you concerning next steps. For more information about Raising A Village, visit our website at www.raisingavillage.org. Applicants seeking an extended contract with RAV will receive first consideration. Applications will be considered on a rolling basis, with a **deadline of January 5, 2024** and a target start date of **January 12, 2024**.