Club Program Coordinator - (Hourly)
Position Description

Literations envisions a day when all students, regardless of zip code, enter the fifth grade as proficient readers poised for academic success. Our mission is driving educational equity through experienced community volunteers empowering young readers for lifelong learning. We serve communities where opportunity gaps exist to ensure all students have the resources to become literacy proficient. Our experienced community volunteers are matched 1:1 with early elementary students from one of our 15 partners. These pairs meet weekly throughout the school year to accelerate students’ reading growth. Our highly-effective programming annually supports over 500 children to help them succeed in school and beyond. Literations is an affiliate of AARP Foundation Experience Corps, a national leader in engaging older adult volunteer coaches to improve 1-4 student literacy.

General Statement of Position
The Club Program Coordinator is responsible for supporting the efforts and contributing to the success of the Literations program. This position is a member of the Program Team; works in close collaboration with the Recruitment and Operations Teams; and reports directly to the Program and Field Manager. We are looking for an individual who both has strong relationship building skills and enjoys working with older adults and is also organized, detail- and process-oriented. This individual will have the opportunity to grow within the nonprofit program field and experience how programs impact the community.

This position is responsible for coordinating our literacy program within a portfolio of several Boys and Girls Club afterschool program partners. General operating hours for our afterschool program are 2-6pm. Responsibilities include: developing strong, collaborative relationships with program partners; supporting skill development of Club Team Leaders; coordinating volunteer teams and coaching schedules; ensuring fidelity to literacy programs; and promoting Literations in the community. The Club Program Coordinator works in conjunction with the Program and Field Manager and the Program Team to implement and improve our program.

Site Coordination Responsibilities

- Collaborate with Recruitment Team and supporting staff as well as Club Team Leaders to ensure smooth onboarding process for incoming volunteers
- Support, coach, and coordinate Club Team Leaders and the respective volunteer coaching teams within assigned portfolio
- Design, oversee, and support where necessary a comprehensive family engagement program that promotes the ongoing relationships and communication with families of Club students
- Oversee the timely and efficient execution of student program referral, guardian consent, and student/volunteer assignment processes
- Collaborate with Program Team on program implementation and troubleshooting
● Ensure clear, efficient, transparent systems for scheduling and communicating coaching sessions with all relevant stakeholders (volunteer, student, site staff/administration, family, etc.)
● Serve as primary relationship manager responsible for stewarding relationships with all site partners within assigned portfolio, including club directors, academic liaisons, and data coordinators where appropriate
● Oversee the timely and accurate collection of and manage the quality control over all programmatic data, including student referral, family consent, student/volunteer assignments, tutor session tracking, volunteer time/attendance, student outcome data, and AARP Foundation Experience Corps and Literations surveys
● Responsible for running reports in the relevant system (Salesforce, LMS, etc.) to share/report out on program data for assigned cluster or to conduct regular quality control checks

Qualifications
● Minimum of a High School Diploma or GED equivalent
● 1-2 years of professional experience; experience with databases a plus
● Excellent time management skills and high attention to detail
● Excellent communication skills and ability to work with people of diverse backgrounds and ages
● Excellent problem-solving and relationship management skills
● Familiarity with some Greater Boston communities, a plus
● Bi-/multilingual, a plus
● Current and valid driver's license and regular access to a vehicle is essential for this role

Compensation and Benefits
This is a non-exempt, hourly position (15-20 hrs/week) with a starting hourly rate ranging from $24 - $26/hr. Benefits include: monthly travel allotment, access to a 403b retirement plan (contributions are matched up to 2%), generous personal time and supportive working environment.

You can learn more about Literations at www.literations.org.

Please send a current resume and cover letter (what experience do you bring?) electronically to employment@literations.org. No phone calls please.

Literations is an equal opportunity employer, committed to creating and supporting a diverse work environment. Candidates of color, bilingual, bicultural, and LGBTQIA+ candidates are strongly encouraged to apply.