



Soar Detroit Tutoring Coordinator

BACKGROUND

Soar Detroit is a reading literacy tutoring ministry. Beginning in 2005 with one after-school program, Soar Detroit has now reached over 1800 students in after-school and in-school settings. On average, students have historically improved two grade levels or more in just 26 weeks of twice-weekly tutoring. Recent literacy statistics show that only 1/10 of Detroit third graders are reading at or above their grade level – and that was before COVID-19 learning loss. We are building a world-class team of Tutoring Coordinators, i.e., reading educators, who will join us in partnering with reading mentors, local churches, child-focused community groups and schools to address the literacy crisis in Detroit. By 2030, our goal is that we will be working with 800 students every school year, and that we will see 2/3 of Detroit third graders reading at or above grade level.

POSITION SUMMARY

Soar Detroit seeks to hire Tutoring Coordinators who will execute the Soar Detroit literacy program at sites throughout the City of Detroit.

CURRENT CONTEXT

Soar Detroit reading mentors - predominantly volunteers - provide 1:1 tutoring to elementary school students in Detroit using customized lesson plans prepared by caring, dedicated educators, Tutoring Coordinators. Tutoring Coordinators assess students, prepare tutoring lessons, maintain student records, and facilitate and supervise mentor-student interactions at their assigned location.

RESPONSIBILITIES

- Engage, love, and encourage students in the love of Christ, and create opportunities for others to do the same.
- Interact with site personnel and student families in a gracious, professional manner.
- Conduct and analyze reading and skill assessments.
- Prepare dynamic tutoring lessons for each student.
- Supervise and coach reading mentors.
- Ensure organization's health and safety standards are followed by all participants.
- Manage tutoring sessions.
- Review and maintain records of student activity and progress.
- Manage on-site supplies and inventory.
- Serve as a Soar Detroit ambassador in the community.



Soar Detroit Tutoring Coordinator

QUALIFICATIONS

- Understanding of the educational process.
- Experience in assessing students, and in developing and implementing reading improvement plans.
- Experience in managing employee or volunteer teams.
- Experience with computer software operations in Windows; Microsoft Office applications preferred. Also, familiarity with videoconferencing tools, e.g. Zoom or Microsoft Teams.
- Candidates must have a computer (laptop or desktop) with internet access, webcam, and audio prior to hire.
- Employment is contingent upon successfully completing Soar Detroit mentor training and passing required background screening.

PROFILE

The ideal candidate is:

- Passionate about literacy, believes strongly in the vision and mission of Soar Detroit, and embodies the values of the ministry.
- Known for serving others with grace and patience.
- One who values excellence in products, processes, and organizations, and consistently strives for improvement in results.
- A consistent worker who sees projects through to their completion with minimal supervision.
- A strong communicator with exceptional interpersonal skills.

Reporting Relationship: This position reports to the Director of Tutoring.

Employment status: Full-time and part-time hourly positions are available, September – May, with optional summer work. Pay differential available to bi-lingual (Spanish-English) applicants.

Interested candidates should submit a resume and cover letter to Noelle Childress, noelle.childress@soardetroit.com

Revised date: April 13, 2022