



Job Description – Tutoring Team Assistant

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 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 Team Assistants who will primarily coordinate the cadre of reading mentors required to provide the administrative, clerical and background support needed to successfully execute the Soar Detroit literacy program in an in-person or remote tutoring environment.

RESPONSIBILITIES

- *Assist with mentor training.*
- *Verify that mentors have completed training and background checks prior to scheduling.*
- *Manage mentor scheduling and arrange for substitutes as needed.*
- *Assist with student scheduling as needed.*
- *Ensure student and mentor attendance is accurately captured and recorded.*
- *Facilitate communication between mentors and Soar Detroit.*
- *Manage student and mentor information in Soar Detroit databases.*
- *Format and produce site-specific reports as needed.*
- *Interact with site personnel and student families in a gracious, professional manner.*
- *Assist with administering student reading and skills assessments.*
- *Help mentors resolve or troubleshoot basic computer and/or software issues.*
- *Assist Tutoring Coordinator as needed to ensure sessions run in an efficient, orderly manner.*
- *Engage, love, and encourage students in the love of Christ, and help create opportunities for others to do the same.*
- *Serve as an ambassador for Soar Detroit in the community.*

QUALIFICATIONS

- Experience with and comfort in working with volunteer teams.
- Basic experience with computer software operations, including
 - Windows; Microsoft Office applications preferred.
 - Databases; Salesforce preferred.
 - Videoconferencing tools, e.g. Zoom or Microsoft Teams.
- Candidates must have a computer (laptop or desktop) with internet access, webcam, and audio.
- 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.
- Highly organized and detailed.
- Known for serving others with grace and patience.
- A consistent worker who sees projects through to their completion with minimal supervision.
- A strong communicator with good interpersonal skills.

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

Employment status: Full-time and part-time hourly positions available, September-May, depending on organizational need. Some hours may also be available June-August.

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

Revised date: March 22, 2022