



Job Description – Site Assistant

POSITION SUMMARY

Soar Detroit is seeking Site Assistants who will serve as Soar ambassadors to students and others while helping with tasks needed for the smooth operation of our in-person tutoring program.

BACKGROUND

Soar Detroit is a reading literacy tutoring ministry. Since our inception, we have served over 1800 students in after-school and in-school settings. On average, students improve two or more grade levels in just 26 weeks of twice-weekly tutoring. By 2030, our goal is to work with at least 800 students every school year and to see 2/3 of Detroit third graders reading at or above grade level.

DUTIES

- Room setup and cleanup
- Engage and encourage students in behavior and attention to task
- Assist students and mentors with computer, videoconference and internet issues
- Escort students to and from the tutoring space
- Interact with site staff and Soar volunteers in a gracious, professional manner
- Help with other tasks as needed at the tutoring location and/or Soar office

MINIMUM COMMITMENT

- Two days per week, 2-4 hours per day.
- September-May; summer opportunities also
- Multiple sessions available at locations throughout Detroit.

REQUIREMENTS

- 18 years of age or older
- Proficiency with computer software operations, specifically Microsoft Office applications and videoconferencing tools, e.g. Zoom or Microsoft Teams
- Reliable transportation
- Employment is contingent upon successfully completing Soar Detroit mentor training and passing required background screening

TO APPLY

Interested candidates should submit a resume and cover letter to Valerie Ribbron, Director of Tutoring, at valerie.ribbron@soardetroit.com

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