

East Palo Alto Tennis & Tutoring program (EPATT)

Tutor Coordinator

About EPATT: The East Palo Alto Tennis and Tutoring program (EPATT) is an established non-profit organization that has made a positive impact on the lives of hundreds of students from East Palo Alto since 1988. Through partnerships with families, schools, and local communities, EPATT promotes leadership, discipline, hard work, and excellence among its one hundred ten (120) Kindergarten through 12th grade students. Using a unique mix of one-on-one academic tutoring and tennis instruction, EPATT strives to enrich the academic, athletic, and social skills of its participants. EPATT is located on the Stanford University campus at the Taube Family Tennis Stadium.

Job Title – Tutor Coordinator (TC)

Position Summary – The Tutor Coordinator (TC) is primarily responsible for the training, management, support, and recruitment of a team of volunteers while supporting the Academic Staff with curriculum implementation and student management. The TC's commitment is critical to our students' success.

Dates: Academic Year – September 19, 2016 to May 2017 (The incumbent is expected to stay the full duration of the program). **Mon-Thurs 4:00pm-6:00pm (1st-5th) or 6:00pm-8:00pm (6th-8th) (available for 3 days a week), and Fridays for check-in meetings.**

Compensation

The Tutor Coordinator position is an academic year position and does not include benefits.

- Compensation: \$2,175/year stipend (\$725/quarter)
- May use hours towards Federal Work Study
- This is a part-time position
- EPATT will accommodate for early housing charges for TC Training dates only (For Stanford students only)

ESSENTIAL DUTIES

- Recruit tutors and advertise tutoring opportunities on local college campuses and in the local community
- Conduct quarterly trainings, workshops, and conduct one-on-one meetings for your team
- Support tutors and academic staff with the implementation of the tutoring curriculum
- Monitor and evaluate academic improvement for a team of approx. 10 students.
- Help tutors and students utilize tutoring resources effectively
- Running record observations of tutoring
- Communicate effectively with staff and tutors on daily basis via in person, email, or phone
- Logging academic and tutoring information in our Database
- Submit a weekly TC check-in report of tutoring

- Regular weekly meeting with Volunteer Coordinator and Tier Head
- Promote team building for tutors and students
- Organize and assist with EPATT's Annual Family Picnic for over 300 guests
- Organize an annual Tutor Appreciation Dinner

QUALIFICATIONS AND REQUIREMENTS - EPATT is seeking an energetic, committed, motivated, organized, and creative Tutor Coordinator. The ideal candidate is interested in education, the non-profit sector, or social work. The ideal candidate must also have knowledge of challenges and interventions for youth from urban communities.

- Desire to assist K-8th grade students toward college attainment
- Experience working with K-8th grade students in an academic setting
- Authorized to work in the USA
- Flexibility to meet changing work needs and demands
- Openness to feedback and desire to grow professionally
- Strong organization skills and attention to detail
- Strong written and oral communication skills
- Strong inter-personal skills
- Ability to maintain an excellent work ethic
- A high level of energy and exceptional enthusiasm all day, every day!
- Creative, intelligent, upbeat
- Extremely responsible
- Must have clean driving record

EXPECTATIONS

- Execute EPATT's program mission and values in a positive and professional manner
- Take initiative to analyze and solve problems
- Respond quickly to student, tutor, and staff needs
- Maintain a high standard of ethics and integrity
- Be available to support all staff in their goal of effectively impacting students

PHYSICAL DEMANDS – *EPATT is an equal opportunity employer*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable people with disabilities to perform the essential functions.

- The ability to lift and carrying up to 60 lbs.
- Typing, writing, reading
- Seeing, hearing and speaking, both nearby and at a distance
- Use of hands and fingers to assist with classroom supplies and operate equipment
- Frequent sitting, standing, walking, kneeling

HOW TO APPLY

Applicants should submit cover letter and resume to Adrian Amaral volunteer@epatt.org. In the "Subject" line of the email please include: " **Tutor Coordinator Application.**"