

## Madrona Volunteer Program Manager

### Job Description

The Volunteer Program Manager exists to provide support to the Madrona community, teachers, students, and parents through a variety of activities. The duties of this job include:

**Training and Supervising:** Training and ongoing supervision of *Classroom Coordinators*; recruiting, training and supervising *volunteers for academic tutoring* (including modifying lessons based on individual needs of student).

**Management:** Managing volunteer paperwork by running background checks and keeping an updated list of volunteers who have cleared; managing Family Room resources by making sure shelves are stocked with paper and other needed supplies, and by keeping the copy machine working properly.

**Communication:** Recruiting volunteers via Office notes regarding academic tutoring needs; Communicating with teachers regarding specific academic needs and ongoing progress of students receiving tutoring; Communicating with key persons from the community who are providing tutors for our kids; Communicating progress updates at various MIT meetings.

**Research and Development:** Researching a variety of academic tutoring programs and how they could be implemented at Madrona (in school cross-age tutoring, tutors from the community i.e.: senior centers, high schools, community colleges). Grow our current Reading Buddies program.

### Job Requirements

Based on the above description of the Volunteer Program Manager's roles and responsibilities, the requirements are: good interpersonal skills (including a commitment to confidentiality), and good organization skills. Experience as classroom coordinator a plus.

### Hours

Currently this position is funded at 8.5 hours per week from September through June.