

Site Coordinator Job Description w/ Learning Outcomes

Job Summary

Site Coordinators oversee tutors who provide high-dosage tutoring (4 or less students per session) in under-resourced areas around Indianapolis in order to increase academic achievement. Site Coordinators work on site in schools or community centers in teams of 2-4 staff members. Gain real world experience working directly with and managing staff. Earn supplemental income while helping your community.

Company Overview

Listen to Our Future is a grassroots organization founded in June 2020, inspired by social justice movements and motivated by the effects of COVID-19 on the education system for students in under-resourced communities. Our founders, Lillian Barks and Brandon Street created a BIPOC-led 501(c)(3) organization to educate youth and allow them to be change-makers in their community.

Location(s)

- Listen to Our Future Learning Center (1518 E Washington St 46201)
- Schools in & around Indianapolis metro area
- Community Centers in & around Indianapolis metro area
- Virtual meetings and/or workshops

Duties & Responsibilities

- Oversee and manage tutoring sessions - Instruct and train tutors to improve academic performance, occupational skills, & prepare for academic exams in 30-60 minute sessions
- Coordinate tutoring sessions
- Communicate with program partners on student progress, adjustments, and plans
- Monitor students' progress & performance for comprehension
- Promote students' learning productivity
- Student behavior management
- Assisting Tutors in completing their job responsibilities
- Attend and participate in training & development workshops/sessions
- Communicate with supervisors regarding student needs, plans, & progress
- Testing and assessing individual student needs & goals

Qualifications

- High school diploma or equivalent
- Reliable transportation

- Must pass a fingerprinting background check
- Access to a tech device (smartphone, tablet, or computer)
- Experience managing and training others (preferred, not required)
- Experience working with youth (preferred, not required)

Skills

- Ability to arrive on time & prepared
- Ability to communicate via multiple platforms (phone, text, apps, etc.)
- Willingness to pivot to last minute schedule changes
- Working knowledge of Google Drive (preferred, not required)

Working Conditions

- Schools & Community Centers located throughout the Indianapolis metro area
- The Listen to Our Future Learning Center, located SW downtown (~5 mins from the Fountain Square area)
- Virtual meetings and/or training workshops
- Monthly All Staff Meeting
- Regular team networking events
- Supportive supervisors on site
- Expect to commute!

Compensation & Benefits

- \$14-16/hr
- Flexible scheduling - we work around your school schedule
- Free 24/7 access to doctors & mental health counselors via telehealth
- Real world career skills development
- Staff community events
- Professional development opportunities (workshops)
- Career growth opportunities
- Inclusive work culture
- Gas reimbursement program

Knowledge, Skills, & Abilities Gained in this role

Communicator

- Improve communication skills through building positive relationships with students, team members, supervisors, and community partners
- Effectively communicate lessons & learning strategies, evaluate & reflect on students' learning & current understanding
- Effectively communicate with supervisors & students on their learning progress, and help students master learning objectives
- Establish group community norms at the beginning of the semester & maintain expectations throughout the academic year

Problem Solver

- Use logic, reasoning, & critical thinking to identify the strengths & weaknesses of alternative solutions, conclusions, or approaches to problems
- Work with site team members in small groups to achieve students' semester goals
- Use student behavior management techniques taught by the organization
- Leadership professional development opportunities available

Innovator

- Assist Tutors and Program Managers whenever a pivot is required (ex: we have to change rooms, 2 hrs delays, unexpected field trips, etc.)
- Pursue your interest of working with youth by practicing the organization's tutoring techniques with fidelity

Community Contributor

- Communicate respectfully and effectively with students, teachers, community partners, parents, and school administrators in the Indianapolis community
- Listen to students regarding their needs, behaviors, moods, etc. and summarize into helpful guidelines for progress at the close of each tutoring session
- Establish group norms for each tutoring cohort & maintain relationships with students throughout the full academic year