Position Summary

Mansfield Middle School Tutoring offers one-on-one or small group assistance with homework for grades 5-8. Program directors are responsible for the overall management and coordination of a designated Community Outreach (CO) program or project. Specific tasks and obligations for each program vary depending on the program; however, the following responsibilities are required of all program directors.

Major Duties and Responsibilities

A. **Program Management and Development (approximately 20% of the time)**
   - Review mission statement and revise as needed
   - Develop appropriate goals
   - Contact and meet accordingly with site supervisor
   - Serve as a liaison between participants and site supervisor
   - Implement service activities that meet the self-identified needs of clients; create appropriate materials, engage participants in service delivery, and access external resources as needed
   - Communicate and meet regularly with designated CO staff member and site supervisor

B. **Volunteer Management (approximately 35% of the time)**
   - Recruit, screen, train and support volunteer and work study participants
   - Prepare participants through orientation and training workshops to achieve program’s objectives; organize meetings, develop training materials, and facilitate activities
   - Provide ongoing monitoring and supervision of participants
   - Communicate regularly with participants regarding scheduling, transportation, activity planning, payroll, and other related program functions
   - Recognize participants for their contributions
   - Organize opportunities for participants to reflect on their experiences

C. **Administrative Tasks (approximately 20% of the time)**
   - Attend all related CO meetings, trainings, seminars, and workshops
   - Manage any financial or other resources including budgeting, purchasing, and tracking
   - Collect and update data related to programs, membership, and service hours
   - Schedule and monitor transportation
   - Represent CO at University classes, meetings, or events
   - Perform other related duties and activities to support the program and the Office of Community Outreach, as needed

D. **Committee Membership (approximately 5% of the time)**
   - Participate in a CO committee including, but not limited to, student leader selection, professional development workshops, community building programs, sustainability, and risk management

E. **Program Participation (approximately 30% of the time)**
• Program directors are expected to participate in their program on a regular schedule as decided with staff supervisor

Qualifications

A. Minimum Qualifications:
• Strong interest in and commitment to community service
• At least one year related experience working with youth in a tutoring or mentoring capacity or an equivalent program
• One semester or more of related experience in a leadership and/or supervisory position
• Capacity to facilitate individual and group supervisory meetings including conflict resolution / problem solving
• Capability to positively represent CO to the University and external community
• Proficient interpersonal, relationship, and partnership building skills
• Ability to effectively convey oral and written communication
• Demonstrated program development and organizational skills including ability to manage multiple tasks/projects and planning special events
• Ability to work independently, assess programmatic needs, and develop creative solutions
• A strong appreciation for, as well as a willingness to work with and support, demographically diverse and traditionally underrepresented and oppressed groups (e.g. race, cultural, gender, ability, and sexual orientation)
• Demonstrated basic knowledge and skill in the use of personal computers and basic software programs such as Microsoft Office Word and Excel
• Willingness to work irregular and flexible hours including evenings and weekends
• Student must not be on academic probation in accordance with the Department of Student Activities Student Leader Eligibility Policy (less than a 1.8 semester GPA for 1-23 credits, or less than a 2.0 semester GPA for 24+ credits)

B. Preferred Qualifications:
• At least one semester experience with Mansfield Middle School Tutoring
• One year related experience in a leadership and/or supervisory position
• Excellent computer skills with an emphasis on Microsoft Office Word, Publisher, and Excel

Commitment

• Full academic year commitment is required
• Participation in CO training in August the week before Fall Semester begins
• 10-12 hours per week; exact hours and schedule will fluctuate and are flexible to student’s academic schedule
• Ability to maintain academic standing in accordance with the Department of Student Activities Student Leader Eligibility Policy (1.8 semester GPA or higher for 1-23 credits, or 2.0 semester GPA or higher for 24+ credits)

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