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**Program Director, Mansfield Middle School Tutoring**

 **Position Description**

***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.

***Major Duties and Responsibilities***

1. **Program Management and Development**
	* 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
2. **Volunteer Management**
	* 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
1. **Administrative Tasks**
* 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
1. **Program Participation**
	* Program directors are expected to participate in their program on a regular schedule as decided with staff supervisor

***Qualifications***

1. **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
	* 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)
	* 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
	* 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 and maintain academic standing 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)
2. **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 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

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