



Job Description – Tutoring Team Assistant

BACKGROUND

Soar Detroit is a reading literacy tutoring ministry. In operation since 2005, we have served over 1800 students in after-school and in-school programs where children receive customized reading tutoring in 1:1 and small group settings. Soar is building a world-class team of committed, passionate people who will join us in partnering with reading mentors, local churches, child-focused community groups and schools to increase the number of proficient readers in Detroit. By 2030, our goal is that we will be working with 800 students every year and that 2/3 of Detroit third graders will be reading at or above grade level.

POSITION SUMMARY

Soar Detroit seeks to hire Tutoring Team Assistants (TAs) who will coordinate the cadre of reading mentors required provide reading tutoring to our students and provide the administrative, clerical and background support needed to successfully execute the Soar Detroit literacy program in an in-person or remote tutoring environment.

RESPONSIBILITIES

- Coordinate Reading Mentors
 - Assist with mentor recruitment, retention, training, verifications, and onboarding
 - Troubleshoot basic computer and software issues
 - Ensure sessions are sufficiently staffed, including serving as a substitute reading mentor when needed
 - Facilitate communication between mentors and Soar Detroit
- Student and Family Relations
 - Manage student scheduling
 - Interact as needed with student families
 - Engage, love, and encourage students in the love of Christ, and help create opportunities for others to do the same
- Data entry and management
 - Input and update student and mentor information in Soar database
 - Verify attendance accurately recorded
 - Format and produce reports
- Tutoring Site Assistance
 - Assist Tutoring Coordinator (TC) as needed to ensure sessions run in an efficient, orderly manner, including site set up and break down
 - Interact with site personnel in a gracious, professional manner.
 - Assist with administering student reading and skills assessments.

- Other
 - Assist with other Soar activities, e.g. workshops, community outreach programs, and book distributions
 - Serve as an ambassador for Soar Detroit in the community
 - Other projects as assigned

QUALIFICATIONS

- Excellent written and verbal communication skills
- Experience with and comfort in working with volunteer teams
- Proficiency with computer software operations, including
 - Windows; Microsoft Office applications preferred
 - Databases
 - Videoconferencing tools, e.g. Zoom or Microsoft Teams
- Candidates must have a computer (laptop or desktop) with high-speed internet access, webcam, and audio
- Reliable transportation needed (some local travel required)
- Employment is contingent upon successfully completing Soar Detroit mentor training and passing required background screening

PROFILE

The ideal candidate is:

- Passionate about literacy, believes strongly in the vision and mission of Soar Detroit, and embodies the values of the ministry
- Highly organized and detailed
- Known for serving others with grace and patience
- A consistent worker who sees projects through to their completion with minimal supervision
- A strong communicator with good interpersonal skills

Reporting Relationship: This position reports to the Assistant to the Director of Tutoring.

Employment status: Full-time and part-time hourly positions available September-April; hours vary depending on organizational need. Part-time hours available May-August.

Interested candidates should submit a resume and cover letter to Valerie Ribbron, Director of Tutoring, at valerie.ribbron@soardetroit.com