



LITERACY TUTORING PROGRAM COORDINATOR

YouthHope is a nonprofit organization based in the Quad Cities serving at-risk kids and teens. We build authentic relationships to introduce youth to Christ at Youth Centers, Camp Summit, and Community Outreach Programs. Beyond creating and sustaining authentic relationships, YouthHope also enriches, equips, and empowers youth to change our community and become leaders of integrity.

The YouthHope Tutoring Program emphasized literacy and reading for elementary students 3rd-5th grades. Coordinator will work with the Moline Children's Director to provide this program for students from Washington Elementary School at the Moline Youth Center. This is currently a part time position, with the potential to go full time.

Tasks & Duties

- Lead Literacy Tutoring Programs with elementary children and volunteer tutors.
- Recruit, train, and manage tutoring volunteers.
- Set up program, prepare tutoring materials, and track student attendance.
- Pick up and drop off students for program.
- Abide by and cooperate with YouthHope policies, safety procedures, and program guidelines.
- Maintain good standing and communication with Washington Elementary School.
- Document each week with pictures for use on marketing materials.
- Participate in raising support for the ministry.
- Perform additional tasks and duties as assigned by Children's Director.

Skills & Requirements

- Enthusiasm for the mission of YouthHope and the kids, teens and families we serve.
- Dependable, reliable, honest and trustworthy.
- Agree with YouthHope's Statement of Faith.
- Passionate about working with children and improving student literacy.
- High School or equivalent; college degree a plus but not required.
- Required Computer skills: Word, Excel, email.
- Must be teachable, willing to learn, and organized.
- Good interpersonal communication skills, problem-solving, and self-starter.
- Must be at least 21 years old with a good driving record.
- Must pass and secure food service license (online test).
- Energetic, creative, friendly, compassionate, and dedicated.
- Ability to use positive behavior management techniques with students.
- Able to adapt in difficult situations with safety, tact, wisdom and poise.

Compensation

- Part Time position with potential for Full Time.
- Must make a 1-year commitment.
- \$10-\$15 per hour depending on experience and support raising.

You can help bring youth HOPE this summer!