

# America Reads at Concordia College

## Lead Tutor Job Description

### **Mission**

*The mission of Concordia Reads is to foster the love of learning in order to encourage the growth of children's literacy in the Fargo-Moorhead area.*

### **Purpose**

The Lead Tutor position was created to provide support for the tutors and contact people at the specific sites we work at, to help with the goals of the program in general, and to help sustain and nourish our mission.

### **Qualifications**

- qualify for *federal* work study (we can not pay you unless you have federal work study money)
- sustain a G.P.A. of 2.5 or higher
- prior relevant experience (tutoring with America reads preferred, but not required)
- ability to commit to a minimum of one semester as a lead tutor (full year commitment preferred)
- Ability to provide insights into improving the program and action plan for enacting those insights
- Abide by all policies of the Concordia Reads program, as stated in policy and procedure handbook

### **Benefits**

- Experience of taking an active leadership role in evolving student-led program
- Leadership experience and on-going training
- Working as part of a team to benefit children in the Fargo-Moorhead area
- \$8.35 per hour

### **Responsibilities**

- Scheduling tutors at your site
- Facilitate monthly site team meetings for on-going training and reflection
- Attendance at bi-weekly lead tutor meetings
- Regular weekly office hour
- Keep track of personal work study allocation and ensure that allocated funding is not exceeded
- Attendance at all training and reflection sections
- Handling timecards at your site and tracking hours
- Keeping a site binder detailing information about site
- Coordinating the evaluations of tutors at assigned site
- Communicating with site contact
- Attend one joint meeting with site contact, program advisor and program coordinator per year.