



PART-TIME SITE COORDINATORS NEEDED BROCKTON, RANDOLPH, FALL RIVER

Contact:

Robin Gilbert, Operations Director

robin@sowma.org

508-587-9091

The mission of School on Wheels of Massachusetts is to educate children impacted by homelessness by providing academic support and one-on-one mentoring so children can reach their full potential. Our main program is one-on-one tutoring at shelters, hotels, learning centers, and schools. We are currently seeking three Site Coordinators: one at the Louison shelter in Brockton, one at the Randolph Community Middle School, and one at the Roy St. shelter in Fall River. The Site Coordinator supervises the tutors and students at a particular site, and is the connection among shelter/school staff, children and families, tutors, and School on Wheels staff.

Qualifications:

- College graduate
- Educator with classroom experience
- Excellent organizational and communication skills
- Flexibility and creativity
- Technology proficient

Preferred:

- CPR trained

Louison Center, Brockton

- Wednesdays and Thursdays, 5:00-8:15pm*
- Tutoring sessions scheduled to begin on Wednesday, September 23

Randolph Community Middle School

- Tuesdays, 1:00-3:00pm*
- Tutoring sessions scheduled to begin on Tuesday, September 22

Roy St. Shelter, Fall River

- Mondays and Wednesdays, 5:00-8:15pm*
- Tutoring sessions scheduled to begin on Wednesday, October 7

***Site Coordinators will also be paid for up to 3 hours of prep time each week, as needed**

Site Coordinator responsibilities include:

- Supervise students and tutors during designated tutoring times and provide learning resources and support as needed
- Model effective tutoring techniques for tutors
- Familiarity with all student academic information including literacy and math evaluations, teacher assessments, report cards, and IEP summaries
- Regular communication with tutors about their students, how their tutoring sessions are going, any additional support they might need, etc.
- Regular communication with SOWMA office, School on Wheels program partners, and students' teachers and parents about any issues that arise concerning the program or a particular student
- Weekly tutoring schedules and reports

Required Trainings and Meetings (you will be paid for all meeting and training time):

- 3- hour Tutor Training in August
- Site Coordinator trainings August 11, 13, 18, 20 from 5:30-7:30pm
- Additional 4 hours of Site Coordinator training in August or September
- Monthly Site Coordinator meetings, September-June, first Saturday of the month for 2.5 hours

Salary:

- \$15/hour