



Basic Information

Posted: October 13th, 2022

Position Open: Literacy Program Coordinator (part time)

Role Title: LIT Program Coordinator

Position Length: November 2022 through May 2023

Hours: Part-time. Hours will range between 12–16 hours/week. Monday, Tuesday and Wednesday evenings from 4:00–8:00pm are required. Tuesday and Wednesday evenings are in-person.

Location: Lincoln Park Tuesday and Wednesday evenings 4:00–8:00 pm, flexible hybrid/remote for remaining hours

Hourly Rate: \$25–\$30 per hour

The Organization

Tutoring Chicago is a non-profit organization serving children in grades 1–9. For over five decades, Tutoring Chicago has strived to **deliver the power of education through one-to-one tutoring**. We offer this **to children facing financial barriers – at no cost to their families**.

Today, Tutoring Chicago offers both synchronous digital and in-person tutoring options for nearly 1,000 students with the help of over 1,000 volunteer tutors each week.

Each student is matched with their own adult volunteer tutor for the school year, meeting 1–2 times a week for 1.5–3 hours of individualized instruction. Our curriculum and resources are carefully curated by our program staff composed of experienced professionals. Our trained and well-educated adult volunteers provide critical, supplemental education along with developmental experiences and positive relationships for children in 1st through 9th grade.

The Literacy Intensive Tutoring (LIT) Program provides literacy interventions for struggling readers **after a formal assessment is made by Tutoring Chicago**. Students that qualify receive a total of 3 hours of tutoring per week by attending two nights. This program accommodates for different literacy needs including letters and sounds, sight words, writing, and reading comprehension.



The Position

The LIT Program Coordinator will support the LIT Program Manager, the tutoring sessions, and the student/tutor pairs. The Program Coordinator will work alongside the Program Manager in November and December, transitioning to assume leadership and cover a 12-week parental-leave January through March, and then finish off the school year by supporting the LIT Program Manager upon her return.

As part of our program team, this role is accountable for **constituency management and literacy assessments for approximately 80 students working with 160 volunteer tutors**. This position will work in collaboration with the LIT Program Manager to oversee the students and volunteer tutors in the LIT program. Each student in the LIT program attends tutoring twice per week on either Monday and Wednesday OR Tuesday and Wednesday evenings.

This is a **part-time, Chicago-based position**. The work environment and schedule will be a balance between working from home, our downtown offices, and our tutoring location in Lincoln Park.

Approximate example weekly schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
Nov-Dec (12 hours)	5:30 PM – 7:30 PM	4:00 PM – 8:00 PM	4:00 PM – 8:00 PM	~1 hour flexible (9 AM –5 PM)	~1 hour flexible (9 AM –5 PM)
Jan-Mar (16 hours)	4:00 PM – 8:00 PM	10:30-11:30am (meeting) 4:00 PM – 8:00 PM	3:00 PM – 8:00 PM	~1 hour flexible (9 AM –5 PM)	~1 hour flexible (9 AM –5 PM)
Apr-May (10 hours)	5:30 PM – 7:30 PM	4:00 PM – 8:00 PM	4:00 PM – 8:00 PM		

LIT Program Coordinator Responsibilities

Must-Haves:



- Bachelor's degree
- Experience with and passion for working with students/youth
- Experience teaching literacy to students in grades 1-5
- Volunteer management experience with the ability to support and coach volunteer tutors based on their needs
- Effective communication and organization skills
- Experienced familiarity with technology tools such as Zoom, Google Apps, and willingness to learn additional technology skills and tools
- Weekly availability of 12-16 hours per week (depending on the month). Must have evening availability from 4:00-8:00 pm on Tuesday and Wednesday and ideally has flexibility to attend some daytime meetings as needed
- Autonomous, trustworthy, and efficient
- Reliable internet access from home or a remote location

Preferred:

- Reading endorsement
- Experience working with Fountas & Pinnell Leveled Literacy Interventions
- Experience working in the Chicago community
- Fluency in speaking and writing in Spanish
- Teaching certificate
- Salesforce or similar database experience
- Demonstrated experience working with a diverse group of people, particularly those living in underserved neighborhoods

Professional Requirements:

- Quick learner and problem solver, experience in managing conflicts
- Strong time management, administrative, analytical, and organizational skills
- Self-directed while balancing multiple tasks within a team-based work environment
- Ability to be flexible and manage multiple priorities while maintaining high quality of work
- Positively represent Tutoring Chicago in a polite, respectful, and professional manner
- Actively engage in weekly staff and team meetings
- Arrives on time and is well-prepared
- Is respectful of and empathetic to all students, parents, and volunteers
- Actively engage in meetings, training sessions, or other Tutoring Chicago events that



may fall outside of normal working hours when requested

- Lead workshops and orientation sessions for tutors with team members if needed
- Participate in other events that help advance the mission of Tutoring Chicago
- Understand that your role may go beyond these walls and that the community will associate you with our organization, including social media

The Details

- **Location:** 2145 N. Halsted St. and 303 W. Madison St. in Chicago
- Chicago-based position that is outward/forward facing
- **Work environment:** Balance working from home, our downtown offices, and our in-person tutoring location on Tuesday and Wednesday evenings
- **Holidays:** Tutoring Chicago is closed based on the holidays that CPS uses for closures; however, some of these holidays will be working days for staff depending on the amount of work to be done
- **Sick Pay:** The Paid Sick Leave ordinance mandates that all Chicago businesses provide paid sick leave to employees. Any employee who works at least 80 hours for an employer in Chicago within any 120-day period is covered by the ordinance and is eligible for paid sick leave. Employees begin to accrue paid sick leave on the first calendar day after they begin their employment. For every 40 hours worked, employees accrue one hour of paid sick leave.

The Culture

Tutoring Chicago's team is small but mighty. Through our collective efforts, thousands of individuals are positively impacted each week, students are confident and growing. The cornerstone of our culture is an environment of mutual respect, collaboration, and growth-centered mindsets and activities. Tutoring Chicago may have the soul of a 57 year old organization, yet our heart beats like that of a startup. Our teams and individuals work to achieve our goals each day guided by our collective north stars. We hold ourselves and our colleagues to high standards, rely on one another and support one another for success.

All Tutoring Chicago employees are expected to be fully vaccinated and boosted for Covid-19. Our workplace is a smoke and drug-free environment.

The Hiring Process

Tutoring Chicago is committed to purposeful inclusion in our workplace, and candidates of



diverse backgrounds and identities are strongly encouraged to apply. Tutoring Chicago is an Equal Opportunity Employer. Personnel are chosen on the basis of ability, experience, and contribution without regard to race, color, religion, gender, age, national origin, veteran status, disability, marital status, sexual orientation, gender identity or gender expression. This is in accordance with federal and state law.

November 8th–November 15th: Qualified candidates are encouraged to apply by sending their **resume or CV and cover letter (required)** to [hiring@tutoringchicago.org](mailto: hiring@tutoringchicago.org). Those applying through LinkedIn or Indeed must submit cover letters as well. Screenings with highly qualified candidates will take place over Zoom. Some candidates may have multiple Zoom meetings scheduled during this time.

November 8th–November 15th (rolling): In person interviews in downtown Chicago

Late November: New hire finalized and begins orientation