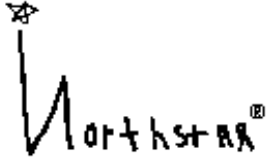




# Project Northstar

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*Aminah and  
Damila Fulmore  
Age 8 and 9*

## Position Description

- Title:** Volunteer Site Coordinator
- Supervisor:** Academic Case Manager
- Status:** Part-time
- Hours:** One evening per week (approx. 3-4 hours)
- Objective:** Each Site Coordinator is responsible for coordinating all aspects of a tutoring session.

Volunteer Site Coordinators help manage and improve our tutoring sites under the supervision of an Academic Case Manager. This is an excellent opportunity for someone considering a career in education, non-profit program management.

The specific responsibilities of the Site Coordinator will be to:

- Supervise attendance and behavior of volunteers and students
- Coordinate volunteer and student pairs
- Orientate new tutors to the site
- Help volunteers find on-site resources for students
- Recruit bus chaperones for tutoring sites with transportation needs
- Supervise bus chaperones and maintain record of bus incidents
- Develop and maintain record of internal incidents, i.e. major problems that arise at site
- Lead effort to prepare tutoring site, including delegating responsibilities to volunteers
- Lead effort to clean up tutoring site, including delegating responsibilities to volunteers
- Help maintain inventory of food and school supplies for tutoring site
- Help organize library at site
- Potentially assist with case management
- All other duties as assigned