



Connecting Students & Volunteers  
for Results that Count

## Job Description: Charleston Program Coordinator 18-25 hr/wk, \$22/hr

Version Date: 10/1/21

Do you believe all children can be successful in math and school with the right supports? So do we. When you join Heart Math Tutoring, you will be part of unlocking the powerful resource of volunteer time to make a positive, immediate difference for students, schools, and everyone involved.

### **About Heart Math Tutoring**

Heart Math Tutoring (“HMT”, “Heart”) exists to give young students successful experiences in math through free, one-on-one tutoring during the school day delivered by supervised volunteers. Community members commit one hour per week and use HMT’s activity-based, structured curriculum while receiving training and on-site support from HMT staff, and we minimize work placed on schools. With a mission of ensuring all elementary students develop the strong foundation in math and enthusiasm for academics needed for long-term success, we focus on students who may not have access to resources for private tutoring. Through 2019, 98% of Heart Math Tutoring students met program growth goals in math, and over 90% of teachers reported that students show an increase in academic confidence because of the program.

The nonprofit currently supports over 1,000 volunteer tutors and students across 20+ elementary schools in Charlotte, North Carolina and is expanding to the Charleston area.

Learn more at [www.heartmathtutoring.org/results](http://www.heartmathtutoring.org/results) and [www.heartmathtutoring.org/charleston](http://www.heartmathtutoring.org/charleston).

### **Job Overview**

We are looking for a Charleston leader to coordinate the program at the first Charleston school site, opening in January 2022! This is an 18-25 hr/wk job involving supervising tutoring, supporting volunteers, and coordinating with school and HMT staff. The Program Coordinator will initially report to the Executive Director in Charlotte, NC and will be the program’s eyes and ears on the ground in Charleston. The Program Coordinator will also be supported by a local Steering Committee and will influence strategic planning. Heart Math Tutoring seeks to establish a strong, scalable model in Charleston, adding more Charleston-area schools in the future.

### **Key Responsibilities** are:

- Support volunteer recruitment;
- Oversee 30-50 students’ growth in math skills and enthusiasm for academics;
- Manage and support 30-50 weekly volunteers;
- Build relationships and liaise with teachers, school staff, and families; and
- Partner with Executive Director and Charleston Steering Committee to establish a strong, scalable model in the Charleston area.

**Tasks** will include but are not limited to becoming an expert on Heart curriculum and assessments; delivering initial training and ongoing support and communication to tutors; communicating with school staff regarding tutoring space, time, curriculum, students, and schedule issues; designing and maintaining a schedule of students and volunteers; coordinating and completing student assessments;

managing tutoring materials; monitoring student progress and tutor adherence to the program; collecting and reporting various operational information to Executive Director and Steering Committee.

**Typical Work Week Hours and Location**

- This position is based at Ladson Elementary and a home office.
- The Program Coordinator will typically work 18-25 hours a week with hours within a school day schedule. In all, approximately 12 hours are designated for tutoring support at your school site, and the Coordinator will spend approximately 6 hours per week on other meetings, communications, and computer work.

**Example Typical Week: (Tutoring times will vary.)**

Monday	Tuesday	Wednesday	Thursday	Friday
Morning Tutoring (7:30-9:00am)	Morning Tutoring (7:30-9:00am)	Morning Tutoring (7:30-9:00am)	Morning Tutoring (7:30-9:00am)	
Staff Meeting (9:30-10:45am)	<i>Various computer work</i>	<i>Various computer work</i>	<i>Various computer work</i>	
<i>Various computer work</i>	Afternoon Tutoring (12:30-2:00pm)	Afternoon Tutoring (12:30-2:00pm)	Afternoon Tutoring (12:30-2:00pm)	
Afternoon Tutoring (12:30-2:00pm)	Check-in with Manager (2:00-2:30pm)		<i>Email Deliverables to Manager, Prepare for the next week (2:00-3:00pm)</i>	

*Hours are slightly seasonal, in line with the program calendar. Weekly hours fluctuate higher and lower during program pre/post assessments and program start-up/finish logistics.*

**Desired Skills and Background**

The Program Coordinator will benefit from proven tools, templates, and processes to accomplish many of the responsibilities listed. As such, we are seeking someone who is a fit for the organization’s core values, with passion, leadership skills, and relationship-building skills. A person who is successful in the role of Program Coordinator will likely have all or most of the skills/background below, which are listed in order of importance.

- Demonstrates Heart Math Tutoring’s core values – student centered, gratitude, growth mindset, precision and professionalism, and civic engagement.
- Strong belief that all students can learn and have the potential to perform at or above grade level
- Innovative, flexible, proactive problem-solver
- Strong communication and relationship-building skills
- Strong organizational skills and attention to detail, with high level of follow-through in execution
- Desire to work with elementary-aged students. Experience in a school setting is preferred.
- Ability/willingness to quickly build expertise in teaching, learning, and assessing.
- Basic computer skills and/or ability/willingness to learn programs including but not limited to Word, Excel, email and contact management, Salesforce, file sharing systems (Dropbox and Google Drive), and video-conferencing platforms (Zoom or Google Meets)
- (Preferred) Experience working with low-income population

**Start Date:** This position would begin November 1, 2021 to prepare for the January 2022 program launch (volunteer recruitment, pre-assessments, school partnership meetings).

**To Apply**

Applications are accepted on a rolling basis with a deadline of early October or as soon as possible. To be considered for the role, please submit a compelling 1-page cover letter explaining your interest in the role and why you believe you are a good fit and a resume to [rebecca.presnell@heartmathtutoring.org](mailto:rebecca.presnell@heartmathtutoring.org) with the subject line, "Program Coordinator 2021." Please also indicate where you learned of the opportunity.

**Commitment to Diversity:**

We believe that our differences make our team stronger, and we also know that our students benefit from working with adults from all backgrounds. The team at Heart Math Tutoring is specifically committed to supporting racial equity, both internally and externally, and is in the midst of several trainings and initiatives focused on supporting an inclusive work environment and providing culturally competent support to our students, >90% of whom are people of color. As an equal opportunity employer, Heart Math Tutoring is committed to providing employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics, or any other basis prohibited by applicable law.