

Tutor Coordinator - Meadowbrook Community Care

Meadowbrook Community Care (MC2) is seeking to contract with a Tutor Coordinator for the Lake City After School Program at Olympic Hills Elementary School in Northeast Seattle. These services, requiring approximately 6 to 8 hours per week, are central to the continuing success of our program, which has been running since 2014. The Tutor Coordinator is the crucial link between the school, volunteer tutors, and our English Language Learning students. The program is run in concert with and partially funded by the Seattle School District, and focuses on the organization of one-on-one sessions, held twice a week after school, between volunteer tutors and our students. The program serves 10-12 students each year from grades 3-5, and your role will ensure an effective learning environment for these students.

Services Needed

1. Liaise with staff of Olympic Hills reading interventionist staff to select students for the program and address any difficulties encountered.
2. Provide MC2 Board with regular program updates.
3. Select, assign, and supervise program tutors and provide them with our pre-programmed instructional materials.
4. Instruct and support tutors in program implementation and assist with group instruction.
5. Provide student assessments, including bi-monthly monitoring on RAZ kids, monthly review of tutor sheets, initial sight word assessment, and contacting Program staff or Program lead teacher as necessary for additional assessment information and suggestions.
6. Set up and shut down each session.
7. Ensure paperwork has been completed with the Seattle School District.

Desired Qualifications

1. Bachelor's degree from an accredited college or university or a combination of education and experience.
2. Experience working with children in an educational setting.
3. Proficient with laptops, web-based applications and productivity software.
4. Superior organizational skills and the ability to communicate effectively.

Bonus: Teaching experience, mentoring experience, or experience with diverse populations, or any combination of these.

At Meadowbrook Community Care our mission is to enrich North Seattle through services that support, educate and engage the community. Founded in 2007, we work to build a strong, healthy and successful North Seattle community by focusing on family and educational support, emergency housing, and sustainable community engagement. In addition to the Lake City After School Program, we support emergency housing for adults nightly, the Meadowbrook Community Garden and Orchard, which donates food to the food bank (North Helpline), cares for the land, and hosts on-site experiential learning, and operate the annual Lake City Holiday project, our holiday gift program supporting families in need.

For more information about the Tutor Coordinator Position, contact Terry Vogel, Community Outreach Director (terry@mc-care.org). The contract description may be found at [Tutor Coordinator Description](#). To apply, email a cover letter and resume to terry@mc-care.org by September 15, 2023.