



**Job Announcement: Coordinator
10,000 Degrees Academic Support**

Organization Description

10,000 Degrees is a dynamic and growing nonprofit organization whose mission is to help students from low-income backgrounds get to and through college in order to positively impact their communities and the world. Targeted students primarily are low income, English Language Learners and/or first-generation **10,000 Degrees Academic Support** screens, trains and places community volunteers to serve as tutors in targeted Marin schools (grades K-12). Website: www.10000degrees.org Academic Support Website (Previously Marin County School Volunteers): www.mcsv.org

Position Description

The Coordinator is responsible for oversight of 10,000 Degrees Academic Support volunteers in designated areas (geographical/specific school districts); Coordinators identify school and after-school volunteer needs and opportunities in collaboration with schools/teachers/administration. Oversight includes new volunteer recruitment, intake, orientation, screening, documentation, site placement, follow-up, problem-solving, and volunteer evaluation. This is a part time, non-benefited position; 19 hours/week (37 weeks following the academic calendar) \$26.00 per hour

Desired Qualifications and Background

- Knowledge of public schools in Marin County and the diverse instructional needs of students and teachers
- Experience coordinating or working with volunteers; ability to problem solve
- Knowledge of not-for-profit community-based organizations
- Ability to effectively communicate and collaborate with diverse populations; educators, volunteers, coworkers, etc.
- Demonstrated verbal and written communication skills; ability to lead training seminars
- Ability to assess teacher requests, evaluate appropriateness and match volunteers with options, then track status and maintain records
- Flexible, responsible and possessing a good sense of humor
- BA/BS or greater in Education, Social Science or related field

To Apply

Submit resume and cover letter for the position: academicsupport@10000degrees.org

Initial screening interviews will begin the week of May 7, 2018

(Please indicate **COORDINATOR POSITION** in the subject line)