



Job Title

Part-Time Program Coordinator

Classification: Part-time, Non-Exempt

Reports to: Program Manager

Staff Supervision: No

Salary: \$18-\$20/hr

Role Summary

The PT Program Coordinator is an essential internal role at FLOC under the supervision of the Program Manager, the PT Program Coordinator is responsible for guiding FLOC Program's in-person at our headquarters as well as community sites. The PT Program Coordinator must be confident in providing guidance to volunteer tutors on the use of creative teaching techniques to encourage students' learning. This position will expose the candidate to a variety of program management, administrative responsibilities, program evaluation, project planning, and general non-profit operations experience.

Work You'll Do

The PT Program Coordinator will be responsible for the following tasks:

- Maintains a supportive, organized, and cohesive program environment including positive relationships with students and tutors.
- Develops innovative ways to keep students engaged in the curriculum and provides tutors with effective ideas for effective implementation of curricula and activities.
- Implements FLOC's attendance and behavior management policies consistently and effectively.
- Involves the Program Manager in student and /or parent situations when appropriate or needed.
- Work to better engage parents at off-site tutoring locations.
- Records, tracks, and ensures accuracy of data related to student progress, attendance, contact information, and meals each week.
- Compiles site specific student and program data; tracks and maintains student session notes
- Demonstrates a working knowledge of the curricula, including the necessary expertise, skills and abilities to be successful in this position.
- Assists the Program Manager and recruitment team with additional projects as needed

About the Team

The PT Program Coordinator will join a talented team of mission-driven staff that believes in the mission and vision at FLOC.

The Neighborhood Tutoring Program helps students in grades 2nd-12th achieve grade-level competency in reading and math through one-on-one attention and a structured,

step-by-step curriculum. Frequent tests help ensure that a student has mastered the material in one lesson before moving on to the next. When students are guided at their own pace and engaged through fun and interesting activities, they gain academic skills and confidence in their ability to learn.

The Neighborhood Tutoring Program team at FLOC ensures that all steps are taken to make sure the program is able to run full, strong, and ensure success for our students.

This individual will be expected to have excellent communication skills, be exceptionally motivated, extremely organized, and a highly committed rising star who will work within Washington D.C. and be



required to travel to other work sites within D.C.

Now Let's Talk About You

You are someone with:

- Associates degree or equivalent work and or education experience
- Must be motivated, organized, possess excellent communication and have strong interpersonal skills
- 1-2 years' experience providing educational programming to school aged youth.
- Enthusiastic about the FLOC mission, education, and the nonprofit sector. Experience with FLOC programming is a plus.
- Knowledgeable about education, community-based organizations, or social services. Familiarity with the Washington, D.C. community is a plus.
- Highly organized, detail oriented, and motivated to learn a variety of skills.
- Excellent oral and written communication skills.
- Strong computer skills and data entry.
- Google Suite proficient.
- Fluency in Spanish is a plus.

FLOC's Vision

Our vision is a city where every child's potential – regardless of zip code, skin color or family status – is unlocked with a post-secondary degree, opening the doors to success in life.

We believe...

- Every child matters and is equally important.
- The best education combines quality in the classroom with enhanced learning opportunities outside the classroom.
- Every family who needs and wants these opportunities should have guaranteed access. ● Every child deserves a clear, viable path to a post-secondary degree.

Pay and Benefits

\$18.00 - \$20.00 per hour

Hours and Location

Mondays - Thursdays 4:30 pm - 8:30 pm

Fridays* *flexible** 9:00am - 5:00 pm (any 4 hour shift during business hours ex. 10-2pm or 1-5pm)

FLOC HQ

1301 Pennsylvania Ave. SE

Washington DC 20003

*located on the Blue Line (metro)



For Love of Children
Teach. Empower. Transform.

Next Steps

If this sounds like the sort of role for you, apply now via indeed! Please send your **resume** and **letter of interest** to FLOC's HR team at recruitment@floc.org:

Only competitive candidates will be contacted and invited to participate in the selection process. No phone calls please. Applications are accepted until the position is filled.

Equal Employment Opportunity Disclaimer

For Love of Children is committed to a policy of equal opportunity for all persons without regard to race, creed, color, sex age, religion, national origin, disability, citizenship, sexual orientation, political affiliation, or any other illegal basis or discrimination. Applicants and employees receive equal opportunity in recruitment, hiring, promotion, discipline, transfers, benefits, services, training, termination and all other personnel procedures. FLOC believes that every employee should have the opportunity to achieve his or her potential, limited only by individual ability to perform the work, level the effort, experience and training, and should be able to work in an environment free of discrimination or sexual or other harassment.