

Job Announcement:
Experience Corps Program Manager
AARP Experience Corps Casa Grande

February 24, 2020

Salary: \$31,500 Annually, no Benefits

30 Hours per Week

Report to: Amber Kent, City of Casa Grande Library Manager

Please direct questions and send applications to: pking@pinalalliance.org

Cutoff date for applications is March 9, 2020

The Experience Corps Program Manager will work with a Support Specialist, City and School District Staff and Achieve Pinal volunteers to build the AARP Experience Corps Casa Grande program through: volunteer support, fundraising, community outreach, data management and adherence to the objectives, policies, procedures and standards of the Experience Corps program. This employee will recruit volunteers, aged 50 and over, to serve as tutors of first through third grade students who are not currently reading at grade level.

Background

Fourth graders who can't read at grade-level are four times less likely to graduate from high school. AARP Foundation Experience Corps (EC) is a volunteer-based tutoring program that is proven to help children who aren't reading at grade level become great readers by the end of third grade. The program focuses on those students who are on the cusp of being readers. If they do not become strong readers by the end of third grade they typically never will. Pinal County's current third grade reading attainment is 37% as compared to 46% for the state and a statewide goal of 72% by 2030.

The program inspires adults age 50 and older to serve as reading tutors, making a lasting difference in the lives of America's most vulnerable children. University studies show that 62% of the students in the program improve their reading by ½ grade level or more.

Position Requirements

- A Bachelor's Degree is highly desirable.
- Background in early childhood literacy and elementary education is desirable.
- Two years of job experience where applicant was highly motivated to meet the goals of the organization and was given progressively greater job responsibilities.
- Must be very capable and comfortable directing the program and coordinating with volunteers, donors, students, City and School District Staff and Achieve Pinal Board members.
- Experience in project management and multiple task coordination.
- Must have experience working as a team member.
- Must be well versed in Google Docs and Microsoft: Word, PowerPoint and Excel
- Must have strong written, presentation and verbal communication skills.
- Requires the possession of, or ability to obtain, a valid driver's license.
- Requires the possession of, or ability to obtain a Class One Fingerprint Clearance Card through the Department of Public Safety. Achieve Pinal will pay for this Card if this employee does not have one.

An applicant will be ineligible for this position if they:

- Are a registered sex offender or required to register as a sex offender.
- Have been convicted of a felony or refuse to comply with background screening.

This employee will participate in paid training and professional development provided by the AARP Foundation Experience Corps program.

Responsibilities

Overall:

- Work with all partners, AARP Experience Corp Foundation, City of Casa Grande, Casa Grande Elementary School District and Achieve Pinal in the development, implementation and management of the program
- Serve as the primary point of contact for the program
- Prepare and submit a budget recommendation to the Experience Corps Advisory Board for approval
- Provide budget reports to the Experience Corps Advisory Board for review
- Implement and maintain the established evaluation structure for the program provided by the AARP Foundation
- Maintain all organizational documents that will serve as the central file for the program

Volunteer Support:

The success of the Pinal Experience Corps Program will depend on how well the Program Coordinator does their job. Recruiting, training, placing and coaching volunteers will be the primary tasks for the Coordinator.

- Distribute and promote recruitment flyers
- Recruit and select volunteer reading tutors
- Communicate directly with volunteers on a biweekly basis
- Conduct volunteer orientation
- Coordinate volunteer training
- Manage volunteer schedules, making sure all tutoring time slots are filled
- Coach, guide and monitor the work of tutors ensuring that their activities are focused on literacy, and implementation of the EC program model
- Evaluate performance of volunteers
- Serve as a tutor if a substitute is needed unexpectedly
- Develop a system of informing and recognizing volunteers

Coordination with School District:

Develop and maintain good working relationships with all relevant School District personnel. Communicate effectively with District personnel to coordinate student selection, tutoring schedules, arrangement for space and on-site orientations for School District staff and Experience Corps Volunteers.

Work with the School District to determine which students qualify for the program using:

- Criteria developed by AARP
- Test data from the School District
- Teachers and Administrators knowledge of students

Data Management:

Data management and reporting are critical to the continued success of the Experience Corps nationwide.

Assure that school and student data is being collected and entered using the methods and programs prescribed by EC.

Community Outreach:

Implement targeted marketing and outreach efforts for Achieve Pinal, the City of Casa Grande, the Casa Grande Elementary School District and AARP Experience Corp Foundation, to show how the program is increasing the overall educational attainment of the City's children.

- Implement a social media plan to improve consistency of posts

- Develop and manage all web site information on the AARP Experience Corp Program for use by all program partners on their respective web sites.
- Distribute targeted marketing and outreach materials to recruit volunteers and donors
- Reach out to community members individually to recruit them as donors
- Develop a system of informing and recognizing donors

Fundraising:

Work with program partners on the development of a fund-raising plan. Implement fundraising strategies designed to fully fund the AARP Experience Corps Pinal - Casa Grande program.

- Secure funds for the program by writing grants
- Coordinate fundraising events

Other related duties as assigned.