

## **A-OK Mentoring & Tutoring, Inc.**

A-OK (Assist Our Kids) Mentoring & Tutoring helps Howard County elementary and middle school students to succeed. Our mentors provide encouragement, support, and fun within the Howard County Public School System and several after-school programs. We are a 20-year-old nonprofit organization.

**Position Description:** Volunteer Coordinator

**Type of Position:** Part-time hourly staff, non-exempt, hybrid

**About the organization.** A-OK Mentoring-Tutoring, Inc. began in 2003 on a grassroots level and was entirely volunteer-driven. After many years, in 2009, the program incorporated and only recently has supported a small, part-time, staff to administer the program. Volunteerism is the foundation on which the organization is built. It is the consistency of trusted relationship that the volunteers bring that is the crucial ingredient to helping the students served succeed in school. A-OK Mentoring & Tutoring has no physical office location.

**About the position.** This part-time position will work an average of 10 hours each week to support A-OK Mentoring & Tutoring's volunteer coordination needs, including: recruitment, training, evaluation and matching. This is a hybrid position with occasional need to be in-person in Howard County with advanced notice (for example, for quarterly board meetings or school meetings.)

### **Expected Projects.**

- Recruit volunteers to be mentor-tutors; produce reports for the Board of Directors or upon request of the Executive Director
- Maintain database with volunteer and mentee information, and ensure quality for data accuracy and completeness
- Participate in obtaining, reviewing, and tracking background clearances for new and returning volunteers. (CJIS, CPS, National Sexual Offender Registry)
- Support reminders about upcoming birthdays, mentoring anniversaries, etc.
- Attendance at regular staff meetings and quarterly board meetings
- Perform services on the telephone, on the internet, and at such other places as necessary to carry out the service to AOK
- Maintain confidentiality of students and volunteers and any privileged information received about these parties
- Support storage inventory and ordering of supplies for the organization related to volunteer coordination
- Other duties as assigned by the executive director

### **Qualifications.**

- Patient, people-person who enjoys working with others
- Conversational Spanish skills

- Experience with database management a plus, or willingness and patience to learn
- Attention to detail is a necessity
- Access to secure Internet for work
- An eye for improving systems and processes is a plus; feedback is encouraged and appreciated
- Interest and love of mentoring is a plus

**Payment.** This position will be paid \$22/hour for up to 13 hours/week, flexible hours with some availability during the traditional school day for volunteer coordination needs

**To apply for consideration of this opportunity:** Send to aokmentoring(at)gmail.com by 10/1/23 for best consideration:

1. One paragraph in the body of an email about why you'd like to take on this role with AOK Mentoring & Tutoring
2. Your resume

NO Phone Calls, Please. We anticipate engaging a contractor beginning Nov 1, 2023. Thank you!