



JOB DESCRIPTION

Job Title: Tutoring Program Coordinator

Department: Youth Programs

Reports To: Executive Director

Status: Part-time, Non-Exempt

Approved By:

Approved Date:

Job Summary

The Tutoring Program Coordinator is responsible for planning, organizing, and managing the tutoring program to ensure high-quality academic support for students. This role includes recruiting and training tutors, coordinating tutoring sessions, tracking student progress, and maintaining strong communication with students, parents, and youth program staff. The coordinator will also ensure that the program aligns with organizational goals and delivers measurable outcomes.

Essential Duties

Program Management

- Develop, implement, and oversee the daily operations of the tutoring program.
- Coordinate student enrollment, assessments, and tutor assignments.
- Create and maintain program schedules, ensuring adequate tutor coverage.
- Monitor program effectiveness and make adjustments as needed.

Tutor Recruitment and Training

- Recruit, interview, and onboard qualified tutors and volunteers.
- Develop and deliver tutor training sessions and provide ongoing professional support.
- Evaluate tutor performance and provide feedback for continuous improvement.

Student Support and Engagement

- Assist students with homework, projects, test preparation, papers, research, and other academic tasks
- Track student attendance, progress, and outcomes using data management tools.
- Communicate with parents/guardians and teachers to support student success.
- Implement strategies to maintain high student engagement and participation.

Administrative and Compliance

- Maintain accurate program records and prepare regular progress reports.
- Manage program budget and resources efficiently.

- Ensure compliance with organizational policies, procedures, and safety guidelines.
- Collaborate with other departments and community partners as needed.
- Ensure all equipment and devices are in good working condition.

Outreach and Communication

- Promote the tutoring program within the community and schools.
- Build and maintain strong relationships with stakeholders, including parents, tutors, and partner organizations.
- Represent the program at meetings, events, and workshops.

Other Duties

- Perform other duties as assigned. This could include but is not limited to assisting other senior staff and other departments with activities, projects, and/or special events.

Mandated Reporter

As a Palama Settlement employee, you are legally required to report suspected child or vulnerable adult abuse or neglect to your supervisor, in accordance with applicable mandated reporting laws.

Working Conditions

- **Environment:** Environment: Primarily indoor, air-conditioned settings. Periodic outdoor activities may require exposure to sun and varying weather conditions.
- **Schedule:** Part-time; Monday–Friday, 2 PM–5:30 PM. Occasional early mornings, evenings, or weekends may be required.
- **Location:** Based at Palama Settlement; some off-site duties may be required. The Tutoring Department is on the second floor, accessible only by stairs.
- **Travel:** Occasional travel for meetings and events.

Competency

- **Problem Solving:** Effectively identify and resolve issues.
 - **Technical Skills:** Continuously build knowledge; share expertise.
 - **Customer Service & Interpersonal Skills:** Responds promptly and maintains professionalism.
 - **Communication:** Strong written and oral communication; adapts to the audience.
 - **Teamwork:** Encourages collaboration and supports team goals.
 - **Leadership & Vision:** Inspires trust and motivates others.
 - **Change & Strategic Thinking:** Implements and adapts to change effectively.
 - **Quality & Cost Management:** Focused on accuracy and resource conservation.
 - **Ethics & Diversity:** Upholds ethical standards and supports inclusivity.
 - **Planning & Organization:** Efficiently prioritizes and sets achievable goals.
 - **Initiative & Innovation:** Proactively seeks improvements and new ideas.
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Qualifications

Education and Experience:

- Bachelor's degree in education, Social Services, or a related field (or equivalent experience).
 - Minimum of 2 years of experience in program coordination, education, or youth development.
 - Experience supervising staff or volunteers is preferred.
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Physical Demands

- Regular: Standing, talking, hearing, using hands, walking up and down stairs, and reaching with arms.
 - Frequent: Sitting, walking, lifting up to 10 pounds.
 - Occasional: Climbing, balancing, lifting up to 25–50 pounds.
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Additional Requirements

- Background checks: Hawai'i Criminal Justice Data Center, National Sex Offender Registry, and National Criminal History Database.
- Current CPR/First Aid certification (or ability to obtain certification within 6 months of hire date).