

## **Community Presbyterian Church Cathedral City Position Description**

### **Title: Site Director of KidREACH**

#### **Time Commitment:**

- 10 hours weekly
- Regularly attend KidREACH sessions on Tuesday and Thursday evenings, 5:30 – 8:30 pm
- Arrive to site ½ hour early and stay ½ hour late.
- Occasional meeting with staff and board.
- Job is concurrent with school year.

**Compensation:** \$18.00 an hour.

**Supervisor:** KidREACH Director, Pastor

**Purpose/Function:** KidREACH is a one-on-one tutoring/mentoring program for at-risk children in 4<sup>th</sup> and 5<sup>th</sup> grade. We provide homework help for 12-24 students each year and build relationships with the students and their families. The Site Director is responsible for implementing the program as established by the Director and Board.

**Objective:** The Site Coordinator will implement quality academic opportunities for struggling students in grade levels 4-5 through managing an after-school, church-based, one-on-one tutoring program.

#### **Responsibilities:**

1. Provide effective management of after-school tutoring program and maintain consistent communication with pastor and Kid Reach director regarding progress.
2. Assist with recruitment and selection of tutors and students.
3. Maintain paperwork for administration at the site, including tutoring logs, attendance sheets, applications, Washington State Patrol forms, permission slips, etc.
4. Maintain communication with tutors and students about upcoming events, such as Christmas parties and training sessions.
5. Provide support and encouragement of tutors through periodic meetings as well as recognition events.
6. Facilitate communication between tutors, students, parents and teachers regarding the academic progress and behavior of students involved in the program.

#### **Qualifications:**

1. The ability and desire to work with kids in a manner that will encourage their academic progress as well as improve their self-esteem.

2. The ability and desire to support and encourage volunteers in their experience, giving them the opportunity to be challenged and grow.
3. The ability and desire to work in a faith based mentoring program.
4. Good communication and fair organizational skills.
5. Maintain the values set forth in the KidREACH Mission Statement.
6. Education and experience in education is preferred.
7. Bilingual skills are helpful

How to Apply: Send your resume to Jack Mowreader at [jack.mowreader@gmail.com](mailto:jack.mowreader@gmail.com) and The Rev. Wayne Morrow at [wayneomorrow@gmail.com](mailto:wayneomorrow@gmail.com) no later than July 29<sup>nd</sup>.