



INTERFAITH
VOLUNTEER
CARE GIVERS
OF GREATER
NEW HAVEN

A PROUD PROGRAM PARTNER OF

AARP Foundation[®]
Experience Corps

For immediate release

November 1, 2024

Job Announcement – Call for Applicants

Title of Position: **Program Manager**

AARP Foundation Experience Corps of Greater New Haven (EC-GNH)

Reports to: IVCG Executive Director

Salary/exempt status: Part-time (*initially* with 20 hrs/wk), non-exempt, hourly. *Influenced by the successful candidate, this position has growth opportunity for additional hours and/or conversion to a salaried position when program funding affords that investment.*

Hours/schedule: 20 hours per week, Monday-Friday. Typically, within the 9:00a-4:00p timeframe with flexibility in scheduling (prioritizing the needs of the program).

Summary of Position: Manage daily functions of the AARP Experience Corps of Greater New Haven literacy tutoring program. Facilitate training and coaching for volunteer tutors. Lead EC-GNH reporting efforts. Serve as the principal liaison between our program and the assigned sites. Assist with additional IVCG strategic program tasks when time allows.

Responsibilities include:

- Manage daily functions of the EC-GNH literacy tutoring program. Act as a liaison between EC-GNH, volunteers, and school staff.
- Supervise EC-GNH program staff
- Observe volunteers and coach them to ensure AARP Foundation Experience Corps structured session standards are followed and sessions are as effective as possible.
- Work with school staff to schedule and assign volunteers to students.
- Process program data (e.g. monthly program data, general program evaluation, volunteer time entry, student progress logs, and grant-based report needs).
- Complete performance reviews for volunteers up to twice per year.
- Plan and implement team meetings for EC-GNH volunteers.
- Provide basic technical assistance to tutors and students tutoring sessions.
- Ensure tutors and students have tutoring supplies. Prepare (or overseeing others in the prep-efforts) and ensure those supplies are delivered to tutoring sites.
- Conduct student assessments as needed.
- Serve as a monitor for tutoring sessions, in-person or virtually, as needed.
- Assist Training Coordinator with tutor training.
- Assist in recruiting new volunteer tutors for the program.



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- Assist with the intake process for new tutors including conducting interviews and reference checks.
- Attend AARP Foundation meetings and IVCG meetings as needed.
- Other duties as assigned by IVCG Executive Director or identified by AARP Experience Corps National Office program leaders.

Qualifications:

Required: College degree or equivalent experience in education, nonprofit management, social services, management, or related field; excellent verbal and written communications skills; ability to work well with diverse populations; skilled in the use of Microsoft Office Suite; ability to work independently; self-starter; interest in learning new software skills to support the program; ability to keep large quantities of information organized and excellent attention to detail; ability to lift and transport materials; ability to work occasional weekend and evenings; friendly and courteous disposition; valid driver's license, automobile insurance, and access to an automobile during working hours.

Preferred: Experience managing/supervising volunteers and coordinating a program; elementary school teaching experience and/or familiarity with an urban education environment; experience working with older adult volunteers; experience working in a hybrid/remote work environment.

To apply: email your cover letter and resume to Director@CareNewHaven.org by **11/13/24**.

Learn more about Interfaith Volunteers (IVCG): CareNewHaven.org

Learn more about the AARP Experience Corps Program: AARP.org/experience-corps

Interfaith Volunteer Care Givers of Greater New Haven (IVCG) is the nonprofit steward of the AARP Foundation Experience Corps of Greater New Haven Program. IVCG is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, political affiliation, marriage or parental status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, and local laws with regard to hiring, assignment, compensation, advancement, lay-off, or other terms of employment.



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