



**Are you:**

- Committed to social and educational justice?
- Deeply concerned about entrenched educational inequities?
- A strong communicator and detail-oriented?
- Looking to put your teaching and coordination skills to work in a mission-based organization?

If so, we encourage you to apply for the full-time Children's Learning Center Coordinator position with Community Education Partnerships (CEP).

**Job Title:** Children's Learning Center Coordinator

**Schedule:** 40 hours per week, generally 12:00 pm - 8:30 pm, with some flexibility and occasional weekend hours required.

**Salary:** \$25 per hour

**Reports To:** Program Manager

**Location:** Children's Learning Center inside the Family Matters Shelter in Oakland

**Benefits:** Health and dental insurance, paid sick and vacation time, 10 paid holidays per year, mileage reimbursement, computer for work use, and cell phone use reimbursement.

**About Community Education Partnerships**

Community Education Partnerships (CEP) is a nonprofit whose mission is to increase the learning opportunities and enhance the academic achievement of students experiencing homelessness and housing instability in the Bay Area. CEP recruits and trains volunteers to provide high-quality, individualized one-on-one academic tutoring and mentoring for pre-K - 12th-grade students experiencing homelessness and housing instability. Additionally, CEP offers opportunities for our students to participate in extracurricular enrichment activities like field trips and CEP-hosted shelter-based activities, such as Homework Clubs, Family Reading Nights, Computer Clubs, and Back to School Nights. CEP is a growing nonprofit based in Oakland, CA, that has provided services to students facing homelessness and housing instability across the Bay Area since 2010.

**The Role**

As a key team member, the Children's Learning Center Coordinator oversees all aspects of the Learning Center and CEP services provided to children at the site. Main tasks include planning, coordinating, and leading daily programming, managing onsite volunteers/special guests, and coordinating one-on-one tutoring services. This position is supported by a Program Assistant, interns, and volunteers who help to implement programming throughout the year.



## Key Responsibilities

### *Coordination of Children's Learning Center (60% of the time)*

- With support from Program Assistant, create and maintain a daily academic and enrichment activity schedule for the CLC that is tailored to the age groups present at the shelter
- Create and maintain a respectful environment at the CLC that is conducive to learning
- Supervise and support CLC volunteers and interns
  - Oversee the recruitment, interviewing, onboarding, and training of CLC interns and volunteers
  - Coordinate CLC interns' and volunteer schedules and daily work.
  - Meet regularly with interns to provide guidance and feedback
  - Provide guidance and resources to CLC volunteers
  - Inform supervisor of volunteer needs
  - Coordinate and support one-on-one tutors for CLC students
- With support from Program Assistant, keep the CLC organized and tidy, and ensure that adequate program supplies are available
- With support from Program Assistant, develop resources, maintain and implement curriculum for students at the CLC
- Conduct student intake
- Work with Program Assistant to ensure high-quality recordkeeping and regular data entry for all activities associated with the CLC
- Conduct timely and consistent outreach to shelter residents to inform them of available services at the CLC and in the community
- Regularly check in with parents, caregivers, and/or guardians regarding students' experience at the CLC and their academic progress
- Organize events and celebrations for students at the CLC (e.g., Family Reading Nights, guest visitors, holiday celebrations)
- Coordinate and attend semi-regular site coordination meetings with shelter staff and management
- Attend periodic supervisor meetings with the CEP supervisor
- Ensure families are connected to resources for school registration, IEP/504 assessments, etc.
- Represent CEP at various community meetings and events

### *Coordinate One-On-One Tutoring: (35% of the time)*

- Recruit volunteers for 1:1 tutoring
- Recruit and enroll students into CEP 1:1 tutoring program
- Match students with volunteer tutors



- Regularly check in with volunteers regarding their tutoring experience and their students' progress
- Provide ongoing support, coaching, and resources to volunteers to support their student's individual literacy and academic needs
- With support from Program Assistant, enter all demographic information and data of students and volunteers into CEP's CRM
- Ensure data entry and record keeping are sound and up to date

#### **Other duties (5% of the time)**

- Share best practices, templates, lesson plans, and guidance with current and future colleagues
- Support our annual fundraiser and fundraising campaigns
- Participate in donor and volunteer appreciation
- Other duties as assigned

#### **To be successful in the role, the Children's Learning CLC Coordinator must have**

- Passion for CEP's mission and the belief that every student deserves the support they need to achieve academic success
- Knowledge of academic instruction best practices and experience supporting student learning
- The ability to work both independently and remotely while remaining accountable to performance expectations
- Exceptional interpersonal and communication skills: ability to actively listen and communicate clearly, concisely, and close communication loops
- The ability to manage relationships with volunteers, students, community, and donors
- The ability to represent the organization in a professional manner
- Attention to detail and ability to move between a global and detailed view
- Superb customer service and relationship management skills
- The ability to sit for several hours at a time, walk up several flights of stairs, and lift up to 30 pounds
- Access to a car

#### **Qualifications**

- A B.A./B.S. degree or an Associate's degree with at least 3-5 years of relevant work experience
- Teaching or leadership experience in a classroom setting
- Demonstrated effectiveness in coordinating and managing volunteers or staff
- A deep understanding of the impact of poverty on children and their education



- Familiarity with best practices for tutoring and classroom management
- Warmth, humor, flexibility, and optimism
- Personal and professional commitment to social justice and equity
- Bilingual (Spanish) preferred

### **To Apply**

To apply for the Children's Learning Center Coordinator role, please submit the following to [info@cep.ngo](mailto:info@cep.ngo) with the subject Children's Learning Center Coordinator: **cover letter, resume, and three references** highlighting your qualifications for the role. Applications will be reviewed on a rolling basis until the position is filled.

People of color, people of all gender identities, people with disabilities, and LGBTQ+ candidates are strongly encouraged to apply.