POSITION: Volunteer Reading/Math Program Coordinator

LOCATION: Vancouver, Burnaby, Richmond, or Surrey

TIME COMMITMENT: 50 hours minimum per program term

CONTEXT:
Learning Buddies Network is a non-profit organization dedicated to assisting struggling at-risk children at inner-city elementary schools to develop essential literacy and numeracy skills. Our goal is to equip these young students with the necessary skills and confidence to succeed within the education system. Learning Buddies Network operates within various partnered elementary schools to pair these young students with local secondary school and university mentors.

POSITION SUMMARY AND RESPONSIBILITIES:
Learning Buddies Network is looking for an organized individual with strong leadership and managerial skills, a diverse mindset for problem-solving, as well as an interest in working with young adults and children. Coordinators manage our 8-10 week tutoring programs at a designated elementary school in either Vancouver, Richmond, Burnaby, or Surrey. Outside the sessions, coordinators are in charge of setting up the program by interviewing mentors, training mentors, working with the school liaison to find suitable students for our program, and administrative tasks. During the sessions, Coordinators work directly with mentors and their buddies to help facilitate the tutoring session to maximize each buddy’s learning potential. Coordinators will receive support from staff throughout the duration of the program and through group meeting discussions throughout the term. In order to participate in this volunteer opportunity, volunteers must be willing to commit to at least 50 hours each term, plus travel time, and be available from 3:00 pm - 5:00 pm on either Monday, Tuesday, Wednesday, or Thursday (the designated meeting time for LBN sessions). We do not offer programs on Fridays. There will be a three month probation, and continuation in this role is subject to receiving a passing mark on your evaluation and meeting expectations of this role.

Contact our Operations Manager with the subject ‘Coordinator Application’ to request for an interview:
wilfred.lau@learningbuddiesnetwork.com