

Position Description: Center for New North Carolinians Tutoring Coordinator

Purpose of Position

The Center for New North Carolinian Coordinators recruit, train, and lead volunteers for the Center for New North Carolinians in Greensboro and serve as a liaison between the Elon and the Center. The Coordinators lead volunteers in monthly planning and social meetings, serve as a resource for group members to volunteer, and act as the direct contact between Elon University and the community partners. Coordinators also oversee transportation (arranging carpools) and ensure all community partner policies are followed.

Perks

- Mentor peers in their personal and professional growth
- Make a positive impact in our local community alongside peers with similar values
- Possibility of earning Service and Leadership ELR's

Essential Duties/Responsibilities

- Schedule and conduct monthly meetings and trainings
- Maintain effective communication and a positive, sustainable relationship with community partner
- Hold one consistent office hour in Kernodle Center each week
- Meet regularly with pro-staff advisor
- Meet weekly/biweekly with Education director to discuss progress/issues
- Communicate regularly with volunteers and be available to meet with them as necessary
- Organize carpool and transportation if necessary
- Serve as a tutor at the Center for at least one session per week
- As part of this position, you will foster relationships with other students, staff, faculty community partners to create an environment for positive growth and build a constellation of mentors

Qualifications

- Able to dedicate a minimum of 3-4 hours a week
- Previous experience working with immigrant and refugee populations (*preferred*)
- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal
- Must be available for the following trainings and meetings:

For more information about this position contact elonvols@elon.edu

EV!

- Spring new leader transition workshop in April, Fall Student Organization Fair, Fall All EV! Leader's workshop, Spring All EV! Leader's workshop, Monthly EV! Institutes in October, November, March, and April

For more information about this position contact elonvols@elon.edu

EV!