POSITION TITLE: BCNC Tutoring Program Co-Coordinator


HOURS PER WEEK: 12-15 hours/week

COMPENSATION: Hourly Rate

Description of Position and Duties: Our tutoring program matches students from the Allston-Brighton community with Boston College Neighborhood Center volunteers for one-on-one tutoring with their school work.

The Tutoring Program Co-Coordinator consists of two main responsibilities:

1) Work with Co-Coordinator to match local students (K-Grade 12) with Boston College volunteers for a weekly one-on-one tutoring relationship.
   ● recruit eligible Boston College students to work as tutors
   ● coordinate schedules with parents and tutors
   ● provide on-going support and supervision to tutors

2) Mentor and support undergraduate Student Leaders
   ● Facilitate educational workshops/events for tutors
   ● Act as a liaison between the tutors and the BCNC office.
   ● Provide resources and materials to tutors as needed
   ● Create social media presence for program

Requirements/ Qualifications of Applicant:

● BC Student (undergraduate or graduate)
● Strong organization & communication skills
● Efficient time manager
● Self-motivator
● Experience with facilitating events

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