



# Site Coordinator Let's Read! Literacy Tutoring Program

## JOB DESCRIPTION

Term of Service: September 1 – May 31 (program runs Oct 7, 2025 – May 21, 2026)

Hours: 10 hours/week

Primary  
Responsibility: Oversee a Let's Read! Literacy Tutoring Program tutoring site.

Specific Duties to be carried out by Director or volunteers he/she oversees:

1. Publicize program to neighboring elementary schools as well as the general community;
2. Attend back-to-school nights when possible and network with staff and administrators of neighboring schools to promote program.
3. Recruit, train, & coordinate adult and student volunteers to tutor and/or assist with tutoring on a weekly basis, creating systems for their care, supervision, and retention;
4. Register children for the program;
5. Interface and maintain positive relationship with parents, troubleshooting their concerns and supporting their role as parents;
6. Maintain a strong pool of volunteers to assure adequate tutor supply for each night, acting as the point person for notification of absence or tardiness;
7. Create warm, inviting and productive space for tutoring, awaiting parents, and tutors;
8. Oversee set up and breakdown of site for up to 25 tutor/student pairs, welcome table, waiting area, and MCAEL-sponsored ESL class;
9. Bi-weekly on-site management of entire program twice weekly between the hours of 5:00 and 7:00 p.m.
10. Maintain system of recording accurate attendance of all parties (students, adult volunteers, student volunteers, administrators);

11. Make recommendations to hosting organization re: scope, format, and other means of improving program for following year.

Requirements:

- A love for children and passion for their education
- Experience recruiting and coordinating volunteers
- Exceptional interpersonal skills with adults and children
- Good organizational and problem-solving skills
- Experience in multi-cultural environment
- Spiritual wellness

Preferred:

- Bachelor's Degree
- Fluency in Spanish
- Versatility in relating to diverse demographics
- Marketing/Public Relations skills/background

Supervisor: Norm Gordon, Chief Catalyst, Germantown Global Connection Inc.

Office Space: 12850 Middlebrook Road, Suite #400, Germantown, MD 20874

Compensation: \$1,200/month (9 months)

To apply: Send cover letter and resume to [ngordon0522@gmail.com](mailto:ngordon0522@gmail.com) or:

**Norm Gordon**  
**Germantown Global Connection**  
**12850 Middlebrook Road, Suite #400**  
**Germantown, MD 20874**