

**CITY OF SARATOGA SPRINGS  
JOB DESCRIPTION**

**JOB TITLE:** Literacy Center Tutor Coordinator

**DEPARTMENT:** Library

**STATUS:** part-time, 1.5 hours per a week. Hours vary by day between 2:30 PM to 5:30 PM.

**JOB DESCRIPTION APPROVAL DATE:** February 2, 2015      **SALARY RANGE:** Volunteer

**SUPERVISOR:**            Literacy Center Coordinator, if available  
   Library Director

**GENERAL PURPOSE**

The Literacy Center Tutor Coordinator, under the direction of the Literacy Center Coordinator performs entry-level, professional work for the City of Saratoga Springs Library. This position includes interaction with the general public and answering parent or guardian questions about student's progress.

**SUPERVISION RECEIVED**

Literacy Center Coordinator

**SUPERVISION EXERCISED**

Literacy Center Tutors

**SPECIFIC DUTIES**

- Provides tutoring services to children between Pre-K to 5<sup>th</sup> grade, following already provided curriculum
- Directs set up and take down of tutoring space
- Organize materials as needed for session
- Recruit tutors
- Attends any necessary tutor training, prior to the beginning of each session of the Literacy Center
- Ensures the safety and participation of assigned student and tutors
- Communicates appropriately with parents
- Performs other duties as assigned

**Note:** This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

### **JOB QUALIFICATIONS**

- Minimum age requirement 18 years
- Minimum 1 session commitment
- Ability to communicate positively with young children and their parents/guardians
- Ability to organize and follow through with planned activities
- Proficiency with PCs and standard computer software/applications is a plus, but is not required
- General knowledge of office equipment, including photo copier, telephone, facsimile, calculator, shredder, etc.
- Ability to handle confidential information in a sensitive manner
- Excellent oral and written communication skills
- Give supervisor 24 hour notice if unable to meet volunteer commitment

### **EDUCATION AND EXPERIENCE**

Successful candidates for the Literacy Center Tutor Coordinator position have a High School diploma or GED equivalent. Preference will be given to applicants experience working with young adults and children in a similar capacity.

### **PHYSICAL DEMANDS**

Typically sit at a desk or table. Regularly walk, stand or stoop. Occasionally lift, carry, push, pull or move boxes weighing up to 30 pounds. Occasionally drive a motor vehicle. Work for sustained periods of time maintaining attention to detail.

### **APPLICATION PROCESS**

Interested candidates should complete a Library Volunteer Application and submit it to:

City of Saratoga Springs  
Attention: Melissa Grygla  
1307 N Commerce, Dr, Suite 200  
Saratoga Springs, UT 84045

Applications are available at: <http://www.saratogaspringscity.com/library>

Applications can be emailed to [MGrygla@saratogaspringscity.com](mailto:MGrygla@saratogaspringscity.com).