

SCHOLARS IN SERVICE – JOB DESCRIPTION

FACE (Fresno Area Community Enterprises)

FACE is a faith based CBO resource and training center for people and community groups that are collaborating for community transformation primarily in the Robinson Neighborhood. The after school sports club, tutoring club, and community dinners take place every Wednesday from 2:30pm-6:30pm. Elementary and middle school students from Robinson, McCardle and Awhanee Schools come to the campus of North Fresno Church to receive help with homework, improve reading skills, engage in recreational activities and share a hot meal together. Volunteer team usually consists of 5 adults and the number of students from the neighborhood who attend average between 15-25.

Contact: Loren Dubberke
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Fresno, CA 93710

Job Title: Coordinator of After School Tutoring and Sports Programs – Tutoring Club takes place each Tuesday and Thursday from 2:30 to 5:30 p.m.

Number of Openings: 1

1. Assist with the planning and implementation of either the tutoring or sports club
2. Assist the director in training and orientation meetings of volunteers
3. Work with the team to assess and make possible changes to the programs
4. Attend staff team meetings periodically for reports and/or training
5. Help track attendance and participation of students
6. Help communicate with volunteers regarding schedule changes or team meetings
7. Help communicate periodically with parents and teachers students progress and performance
8. Help serve and plan a volunteer appreciation meal at the end of semesters