

Historic Saint Luke's Episcopal Church 1222 N. Dorgenois Street, New Orleans, LA 70119

Spring 2025 Tutoring Coordinator

Historic Saint Luke's Episcopal Church seeks a part-time independent contractor to coordinate once-weekly after school tutoring for children and youth ages 5-10 years old. This Coordinator will begin and build up the program by reaching out to neighborhood families and nearby schools. This position is supervised by the Rector (head pastor) and reports to the Vestry (church board). This position is paid for by grant funds for this purpose. A qualified Coordinator will have passion for outreach, experience in working with children and youth, the ability to manage a small team of volunteers, and skills to manage the program budget.

Pay commensurate with experience, beginning at \$30 per hour. This job averages 4-8 hours per week with up to 5 hours of in person work per week. Additionally, the Coordinator may spend up to 1-3 hours of additional work in communicating with teachers, parents, and volunteers via phone or email and activities planning, room set-up and break down, and organizing supplies. To apply, please email your resume with at least 2 references to Rev. Jane-Allison Wiggin at rector@stlukesneworleans.com. Interviews will be scheduled in early January 2025.

The Coordinator will work on surveying the neighborhood to determine the best day/time for this outreach ministry. Potential times may be Wednesdays from 3:30pm to 5:30pm or Saturdays from 9:30am to 11:30am *or another day and time that is determined*. Depending on the circumstances, the coordinator may bring their child(ren) with them to work.

Qualifications

- At least 21 years of age
- Ability to pass a background check and complete all required Safeguarding trainings
- Keep the safety of children and youth as the highest priority
- Can engage children ages 5-10 in positive interactions
- Will manage paid tutors and volunteers with respect
- Reliable transportation

Responsibilities

- Available beginning January 2024
- Manage the "Homework Helpers" program in the designated areas on designated days
- Monitor student attendance, social and emotional needs, and communicate with parents
- Recruit and manage volunteer tutors and compensated tutors under your direction

Preferred Experience

- An education/social work major, active educator, retired educator, or parent
- Ability to connect across cultures and engage in community outreach
- Child friendly educational and social programming or activities coordinating