

Generations United Volunteer Coordinator and AEC Site Support Teacher

Generations United, a faith-based nonprofit organization in Redwood City is hiring a staff member to provide leadership as a Volunteer Coordinator/AEC Site Support Teacher

The **Volunteer Coordinator** is responsible for all volunteer relations and training. Additionally, this position will be responsible for managing and elevating Generation United's volunteer experience.

- o Recruit volunteers for all programs
- o Process Volunteer inquiries and work with Program Manager to assign to sites
- o Partner with site Director and Managers to assist and support administrative aspects of activities; including the documentation, tracking, and filing of background checks required for working with students and children.
- o Maintaining online (Salesforce CRM and physical files of volunteers)
- o Support Food Distribution and manage volunteers on-site
- o Assist with special projects and assume responsibility for the promotion of specific projects, as needed.
- o Perform other duties as assigned.

AEC Site Support Teacher

The AEC Site Support Teacher will assist in the day-to-day operations of our Academic Enrichment Center (small in-person groups of children in Grades 1-6). The staff member will work individually with students (or in small groups) to support children in their learning, assist with virtual schoolwork and create a safe and nurturing environment with children at the school.

The AEC Site Support Teacher will collaborate with parents and classroom teachers on individual student needs to help students enhance their understanding of different subject areas. Students may come in for 1-2 hours per day, or longer depending on their needs. The teacher must be responsive to students, each day might be different. The lead will plan breaks including movement or play and will require the support of the Site Support Teacher. There may be opportunities to work with volunteers as they tutor children.

Responsibilities:

- Work with AEC Lead to ensure the room set-up supports school health and safety measures, including social distancing, hand-washing and sanitizing, mask-wearing, stable cohorts, and cleaning of shared supplies.
- Provide academic support to students as they complete virtual assignments on and off of the computer/technology provided
- Assist with technical support for students (Chromebook, laptop, iPad, etc)
- Help plan & execute activities for breaks: crafts, movement, play, art, etc
- Facilitate volunteer relationships: sign in, tracking hours, reassigning students in the event of an absence.

Additional information:

- Hours will be weekdays 9:30-6 pm with breaks to coincide with school closures (holidays, in-service, etc).
- Salary is \$25/hour to be paid via payroll bi-weekly.
- The AEC lead role is a flexible position and will require some changes as schedules and responsibilities shift. The lead will work with one another AEC lead to ensure adequate planning and preparation (under supervision of and with support from the Executive Director.

Training and Supervision:

- Initial training to be conducted by the Executive Director
- Quarterly assessments and annual reviews will be conducted
- Initial evaluations at 60, 90 days to ensure success and support

Requirements:

Eligible to work in the US & Over 18

3+ years relevant experience

Commitment to [Mission & Values of Generations United](#)

Preferred:

College degree or equivalent work experience

Bilingual (Spanish) a plus

**This description is not meant to be an exhaustive list of all duties and responsibilities. The changing needs of our organization and services to families necessitate flexibility and cooperation. Communication is imperative within all roles and we value feedback from all team members. Employees in California are considered "at-will" and the employment relationship can be terminated at any time by either party. Advance notice of resignation is appreciated.*