



Part-Time Literacy Program Manager - Contract

Summary

Leap Year is a young, nonprofit organization that is improving college success and literacy results in metro-Atlanta by recruiting first generation high school graduates to serve as reading coaches through our community service and college readiness gap year program. The Literacy Program Manager will support our Leap Year Fellows' in their roles as elementary school reading tutors. They are responsible for ensuring that our Fellows are successful in improving the literacy skills of our elementary students.

Key Responsibilities

- Work daily with Leap Year Fellows to oversee their service as reading coaches; help Fellows ensure that their elementary students achieve significant growth as a result of their tutoring; provide training and oversight of Fellows' literacy intervention;
- Drive Fellows daily to and from the elementary school, our office, and MARTA in the Leap Year 15-passenger van; serve as an onsite resource working with school staff and colleagues to ensure smooth daily implementation of the program model.
- Print and organize lesson materials and lead lesson prep time, create classroom management trainings, observe and provide feedback on Fellows tutoring intervention.
- Train and oversee Fellows on professionalism; serve as a role model and social emotional resource to Fellows; assist in implementation of our college and career readiness curriculum by developing educational workshops to supplement ours when needed to help Fellows prepare for transition to college; organize team building activities and fun trips.
- Provide administrative and project management support to the Leap Year team as needed; support the Leap Year team's efforts for program growth, visibility, and fundraising; support and fill-in for colleagues when needed.

Position Details

Start date: Monday April 1st – May 24th, 2024

Schedule: Monday - Friday 8:00am–12:30pm, occasional evening and weekend work required

Salary: \$5,000 for the length of the contract plus \$1,000 completion bonus

Apply at <https://forms.gle/sZcCWdqBJ7CtGgfe8>