



PROGRAM FELLOW  
2021/2022 Program Operations  
Job Description

#### BASIC FUNCTION

The Program Fellow is responsible for assisting AR Kids Read's (AKR) Program Director with the operational direction and implementation of key program needs. This work involves coordinating with approximately 200 stakeholders to implement a community-based tutoring model and assessing the organization's impact on students' reading. Each year, this position will allow a college graduate to utilize key skills they possess to enhance the work of AKR. This fellow's focus will be "Program Operations"

#### REPORTING RELATIONSHIP

The Fellow will work closely with the Program Director and ultimately report to the Program Director.

#### PRIMARY DUTIES & RESPONSIBILITIES FOR THE 2021/2022 PROGRAM OPERATIONS PROGRAM FELLOW

- Participate in AKR's tutor training (some evenings and weekends required)
- Assist with program recruitment and volunteer management
- Serve as a Tutor Ambassador
- Visit collaborator schools
- Serve as a reading tutor
- Manage program sessions as needed
- Manage school delivery/pickup of program items
- Assist with assessment data collection and entry
- Assist with events and tutor registration
- Plan and implement community events
- Assist with AKR's Ambassador program as needed

#### QUALIFICATIONS

- Ability to take initiative, employ good judgment, and manage projects from beginning to end
- Strong communication skills
- Exceptional ability to manage details
- Ability to multitask
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Hold a bachelor's degree

## BENEFITS

- Stipend of \$1,000 (\$250 at the end of each fiscal quarter).
- Résumé-building experience
- Opportunity to impact the work of nonprofits and their impact on communities
- Opportunity to build your network