

JOB TITLE: Global Wizards Site Coordinator

ORGANIZATION: Interages

HOURS: 3-10 hours/week during school year (varies)

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JOB DESCRIPTION:

Interages, a nonprofit organization specializing in linking older adults and young people, seeks a Part Time Site Coordinator for our Global Wizards geography enrichment program. Global Wizards offers an after school curriculum to participating Montgomery County public elementary schools, to teach students in grades 2-4 about basic map skills and inspire students' interest in geography. Older adult volunteers (ages 50+) work with small groups of students to learn about one specific continent during 8 weekly, one hour sessions. Sessions run during fall, winter, and/or spring terms at various schools throughout the county.

The Site Coordinator will be responsible for on-site operation of 1-3 school sites per program session during the 2007/08 academic year. All lesson plans and materials will be provided by the Global Wizards Program Coordinator. The site coordinator will staff each session at her/his assigned schools, implementing the weekly lesson plan with each group, supervising both volunteers and students. The Site Coordinator will meet with the Program Coordinator in advance of sessions to review the lesson, materials, and any matters related to individual school concerns and volunteer supervision. The Site Coordinator will report to the Program Coordinator.

The Site Coordinator will maintain attendance records at each site, and will serve as the point of contact for participating volunteers and school staff for reporting absences, on-site concerns, etc. After each session, the Site Coordinator will prepare a brief site report for the Program Coordinator.

REQUIREMENTS:

Strong interpersonal, communication, writing and organizational skills required. Experience working with senior adults and youth. Elementary education background strongly preferred. Knowledge of basic geography terms and skills strongly preferred – and a love of geography is even better! Ability to handle multiple tasks, to work independently, and basic computer skills required. Travel to participating schools throughout Montgomery County required.