



Colorado Learning Connections  
Tutoring · Test Prep · Enrichment · College Counseling  
699 Summit Blvd. · Frisco, CO · 80443  
(970) 668-0954 · [www.clcsummit.org](http://www.clcsummit.org)

**JOB TITLE:** Program Coordinator

**CLASSIFICATION:** Part-time hourly 15-20 hours per week, exempt

**REPORTING RELATIONSHIP:** Lake Program Manager

**SALARY RANGE:** \$20 - \$25 hourly

**BENEFITS:** Sick/Personal leave (accrued); flexible schedule; paid professional development opportunities; work from home up to 50% time; supportive and innovative work culture with opportunities to support and improve academic culture and education in Lake County.

**TRAVEL:** The position requires travel within Lake County, Colorado with occasional travel to Summit County. Must possess a valid driver's license.

**SCHEDULE:** Flexible. Some weekday evenings required. Outside of set tutoring hours, this position sets their own work schedule. Position duties are lighter when public school is not in session.

**SUPERVISORY RESPONSIBILITY:** In collaboration with the Lake Program Manager, responsible for supervising contract tutors providing services in Lake County.

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## **ABOUT COLORADO LEARNING CONNECTIONS**

Colorado Learning Connections is an education-focused nonprofit organization located in Frisco, Colorado. We deliver academic support services and academic programming primarily in Summit and Lake counties. CLC's **mission** is to inspire, guide, and empower students through individualized learning and responsive mentoring. Our **vision** is a world where educationally empowered youth become fulfilled individuals and engaged members of their community. CLC recognizes that barriers to learning are systemic, and that the challenges our students face are never confined to the walls of their classrooms. We strive to see and honor the whole person - not just the student's grades - and make space for exploration of the root causes of poor academic performance. CLC works with students and families to design individualized academic solutions and guide students towards success in the classroom and beyond. CLC is focused on ensuring *every* student has access to the resources and support to succeed academically.

Our **services** include:

- After-school & in-school tutoring
- Educational enrichment and interventions
- Educational services for student-athletes and homeschool students
- Individual and small group standardized test preparation
- College consulting and college essay sessions

### **OUR PRIORITIES:**

1. Creating opportunities for all students through improved academic performance and confidence in the classroom.
2. Mentoring tomorrow's community leaders, innovators, thinkers, and artists.
3. Fostering kindness, empathy, and humor in the next generation.

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**ABOUT THIS POSITION:** The Program Coordinator is responsible for coordinating and implementing CLC's programming in Lake County, Colorado. CLC delivers programming primarily at Lake County High School in partnership with Project Dream and Lake County School District; the Program Coordinator works closely with these two partners in collaboration with the Lake Program Manager to ensure student needs are being met through a seamless integration of services across all agencies. The Program Coordinator is responsible for delivering direct services (after-school tutoring, 1:1 tutoring as needed, out-of-school time programming such as credit recovery facilitation and other academic workshops) and indirect services (program administration and reporting, community outreach and marketing, financial oversight, staffing support and supervision). This position works closely with students, families, and local education partners to improve academic performance at Lake County High School.

**ESSENTIAL DUTIES (%)**

- **DIRECT SERVICES (50%)**
  - *AFTER-SCHOOL TUTORING* - tutor 7-12 grade students in small groups after school (35%)
  - *OUT-OF-SCHOOL-TIME PROGRAMMING* - design, coordinate, and deliver relevant out-of-school time programming according to community needs; this may be clubs, workshops, seminars, or other academic programming. (10%)
  - *1:1 TUTORING AS NEEDED* - tutor 7-12 grade students 1:1 in-school or out of school as scheduling needs of families dictate (5%)
- **INDIRECT SERVICES (50%)**
  - *PROGRAM ADMINISTRATION & REPORTING* - Support the continued success and growth of Lake Programming through regular collaboration with program partners;

conduct oneself as a representative and ambassador to CLC in all potential client and constituent communications; communicate in a professional and empathetic manner to guardians and students; complete regular check-ins with program constituents to ensure student needs are being met; track constituent progress and relevant program data and outcomes; regularly review program goals and impact and make adjustments as necessary. (20%)

- *STAFFING SUPERVISION & SUPPORT* - In collaboration with the CLC Lake Program Manager and Executive Director, maintain a roster of Lake County tutors to deliver direct services in alignment with program needs and goals; hire and train tutors as needed; maintain the Lake Programming calendar for scheduling; provide tutor support and oversight as necessary; develop and maintain strong working relationships with tutors, including cultivating knowledge of each tutor's strengths and skills, in order to assign tutors to programs and services where they will be most successful and effective. (15%)
- *COMMUNITY OUTREACH & MARKETING* - Build awareness of CLC programming and services within the Lake County Community through targeted outreach to local organizations and leaders; create and disseminate marketing and advertising initiatives for specific programming and for CLC services generally in order to increase impact in Lake County and connect students with the supports they need. (10%)
- *FINANCIAL OVERSIGHT* (5%) - In collaboration with the CLC Development Manager and Executive Director, build awareness of the financial requirements of Lake programming and support the implementation of program budgets; review program budgets with CLC core staff and make adjustments as necessary.

**ESSENTIAL QUALIFICATIONS:**

- Demonstrated teaching ability
- Supervisory and leadership capabilities
- Knowledge of and experience with the Lake County youth population
- Strong listening and interpersonal communication skills
- Capability to work and complete tasks and projects independently and as a part of a team
- Proficiency in G-Suite Drive Systems
- Strong written and verbal communication skills
- Must be able to tutor students in-person in Leadville, Colorado, several days per week
- Minimum 2-year degree; education, nonprofit management, business administration, or related field preferred

**PREFERRED QUALIFICATIONS:**

- 4-year Bachelor's Degree strongly preferred
- Minimum 1 year supervisory/leadership professional experience preferred
- Classroom teaching experience and/or knowledge of or experience with education systems
- Bilingual Spanish/English strongly preferred
- Experience with and passion for working with at-risk and underserved populations
- Proficiency in tutoring STEM subjects

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**TO APPLY:**

Interested applicants should send a brief cover letter sharing their interest in the position along with a resume to [Rebecca@clcsummit.com](mailto:Rebecca@clcsummit.com).