



Achieve Volunteer Tutor Program Manager

About the job:

The [Achieve Foundation of South Orange & Maplewood](#) is seeking an organized, caring person to effectively coordinate and build upon the organization's hallmark program.

The Achieve Volunteer Tutoring Program (AVTP) provides crucial academic and social emotional support to South Orange-Maplewood School District (SOMSD) students from Kindergarten through Grade 12, serving more than 450 students with a similar number of volunteer tutors last year. Since 1997, the program has improved academic performance and increased the confidence of students who are struggling with their schoolwork by pairing them with trained volunteer tutors at no charge. Moreover, students who tutor for Achieve reinforce their own learning and develop leadership skills.

The program manager will plan, implement and expand the established Volunteer Tutoring Program, enhancing and continuing to build upon its success to meet the evolving needs of the student population.

Key responsibilities include:

- Recruit volunteers for in-person tutoring sessions
- Interview and onboard prospective tutors, including facilitating background checks
- Manage student referrals by teachers, guidance counselors, and social workers
- Match and assign tutors to students/locations
- Plan and conduct training sessions for tutors
- Recruit, onboard and liaise with site supervisors, who are SOMSD staff members
- Process timesheets/payment for site supervisors
- Supervise tutoring sessions at Columbia High School
- Manage online volunteer tracking platform (MobileServe)
- Follow up on attendance issues
- Provide monthly status reports for Achieve's Board of Trustees
- Organize year-end tutor appreciation event
- Administer and analyze survey of program participants
- Write annual report for Board of Trustees and program funders
- Work closely with CHS gMAC (global majority achievement community) program (mini/middle MAC and college test prep)
- Coordinate College Essay Mentor program in partnership with gMAC administration
- Develop potential program expansions as driven by the organization's strategic plan

Build and manage relationships:

- Within the Organization: position reports to the Executive Director and requires collaboration with members of the foundation's Board of Trustees
- Outside of the Organization: the position requires good working relationships and excellent communication with volunteer tutors, student tutees and their parents/guardians, site supervisors at various tutoring locations, school district teachers and administrators, guidance staff, the district business office, gMAC (global Majority Achievement Community) program director, National Honor Society program advisor, etc.

Requirements:

- Experience in program management and volunteer coordination
- Understanding of student educational, guidance needs
- Dedication to helping students, particularly underserved children
- Excellent interpersonal, communication, and organization skills

Employment type: Annual salary of **\$45,000**.

Time commitment: 11 months: August-June. On average 30 hours per week (varies by time of year). Hours allow for some flexibility, though afternoons and some Saturdays are required. The AVTP manager is expected to be in office during the school year.

About Achieve:

The Achieve Foundation promotes high-quality education that prepares South Orange-Maplewood School District students for the future. We support students, families and educators by addressing inequities, inspiring innovation and fostering community. Our priorities include championing excellence through meaningful programs and grants that enhance student experiences and advance best educational practices, addressing equity, building community, and delivering solutions in response to evolving needs throughout the school district.

For additional information about Achieve, please visit [our website: achievefoundation.org](https://www.achievefoundation.org).

Interested, qualified candidates should send resume and cover letter/email with "AVTP Manager Job Posting" in the subject line to director@achievefoundation.org by August 24, 2026. *The Achieve Foundation of South Orange & Maplewood is an Equal Opportunity Employer.*