

Academic Programs Coordinator

Team Genesis is a non-profit organization headquartered in Virginia. It was founded to accomplish the following goals:

- To teach the art of basketball and other sports with the purpose of maximizing the athletic potential of participants in the area of their careers, academic aspirations, and the attainment of their personal goals.
- To network and partner with other athletic organizations on a local, regional, national, and international level and with professional, collegiate, and amateur level athletes for the athletic development of promising athletes.
- To initiate and support community-based mentorship opportunities, support programs, humanitarian activities, rehabilitation and prevention programs, positive recreational opportunities, and educational programs.

We are seeking a coordinator with experience in education for our "Books and Ball Program" which provides free tutoring to area high school student athletes. Previous experience in the education field is required.

Coordinator should be available from 3:30-7:30 on Mondays and Thursdays to oversee the program, plus 1-2 hours per week to correspond with parents and teachers.

Description of requirements and responsibilities:

- Work with Director to recruit students from 13 area high schools to attend program.
- Creating and maintaining records of students academic progress.
- Overseeing tutors during the program session, appropriately assigning the correct tutors to work with students. Assist with tutoring as necessary.
- Maintaining registration forms and parent permission forms.
- Maintaining attendance records, and contacting students/parents when students break attendance policies.

Resumes can be e-mail to JoinTheTeam@teamgenesis.org or mailed to: PO Box 18853, Lynchburg, VA, 24506. No phone calls please.

Compensation: \$8.75/hr

Team Genesis is an equal opportunity employer.