



## **JOB DESCRIPTION**

### **Job Title: Materials Specialist**

Reports To: Chief Executive Officer, MI-RAMP (MI-RAMP Instructional Coordinator)

### **Primary duties:**

Interact with Teachers-Tutors, Administrative Assistant and Instructional Coordinator to determine:

- office supply needs, such as, computers/printers/paper/ink
- student needs for filled backpacks (backpacks; age-appropriate: books, math learning tools, manipulatives for reading/math/critical thinking)
- distribute (mail/automobile) filled backpacks to all new young scholars
- distribute supplemental learning tools to young scholars on ongoing basis during the term as requested by the TT's
- distribute \$2 bill incentives, awards, and gift cards to young scholars—as earned
- Store learning tools and inventory (and keep inventory to assist the Treasurer with monthly financial reports)
- Attend monthly Board meetings and discuss learning tool trends when appropriate

### **COMPENSATION:**

\$20 per hour with pay based on 8.75 hours per week, or \$350 twice a month (pay on first and 15 th of each month). \$700 per month.

### **Training and start up:**

Start date 1-1-2023 as Contract Worker (less than 20 hours per week), First check 1-1-2023. Training by Administrative Assistant and CEO starts 12-15-22

**Contract:** Contract to be signed by the contract worker and CEO, before 1-1-2023, after the offer is made (between 12-1-22 and 12-31-22).