

Job Posting

POSITION

Tutor

EMPLOYMENT TYPE

Regular PT – 14 hours/week

SALARY

\$15.00/hr

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position is responsible for:

- Providing assistance in the coordination of the registration process and participant orientation.
- Scheduling and provision of homework help and tutoring sessions.
- Tutoring youth, both individually and in groups, in any area they are experiencing difficulty.
- Taking the initiative to ensure youth are meeting on scheduled date and time.
- Assisting participants with homework assignments. Ensure all work is neat and accurate.
- Facilitating project based learning, job readiness and career exploration workshops.
- Monitoring youth's progress and report progress to Program Director.
- Supporting the Program Director in the achievement of program objectives.
- Informing the Program Director of any issues that may arise and provide written statement when necessary.
- Conducting any other activities deemed necessary by Program Director.

COMPETENCIES

- Detail oriented
- Organized
- Ability to successfully manage multiple relationships
- Must score a minimum of a 12.0 in one or more sections of the TABE Reading and Mathematics standardized test

EDUCATION EXPERIENCE

- Candidate must possess high school/HSE diploma and be at least 18 years of age
- Preference given to those working towards a college degree
- Two years prior tutoring experience preferred

APPLICATION DEADLINE

On going

SUBMIT RESUME TO

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