

Job Posting

September 14, 2020

POSITION

Tutor

EMPLOYMENT TYPE

Regular PT – 14 hours/week

SALARY

\$15.00/hr.

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Help coordinate registration process and participant orientation.
- Schedule tutoring sessions.
- Tutor youth, both individually and in groups, in any area they are experiencing difficulty.
- Take the initiative to ensure youth are meeting on scheduled date and time.
- Maintain student portfolio.
- Assist participants with homework assignments. Ensure all work is neat and accurate.
- Track youth's progress and report progress to Director.
- Assist with chaperoning trips and with the facilitation of project-based learning, job readiness and career exploration workshops.
- Assist the Program Director in the completion of program objectives.
- Inform the Program Director of any issues that may arise and provide written statement when necessary.

COMPETENCIES

- Detail oriented
- Organized
- Excellent written and communication skills

EDUCATION EXPERIENCE

- Candidate must possess HS/GED diploma and be at least 18 years of age. College credits preferred but not required.
- Two years prior tutoring experience preferred.
- Must score a minimum of a 12.0 on the TABE Reading and Mathematics standardized test.
- Must have a genuine love for working with children and must want to serve as a mentor.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Kendra Doshi, Business Manager

kdoshi@riseboro.org

Please put "Tutor Position" in e-mail subject line.