

Job Title: **Part-time Afterschool Tutor**

FLSA Status: Non-Exempt

Reports to: Site Coordinator

Revision Date: 5/16

Position Summary:

Provides academic tutoring in math and reading for children in grades K-6 in the 21st CCLC Afterschool Programs. Instruction and activities are designed expressly to promote subject mastery, develop grade-level competencies and to teach study skills. Tutoring services are provided during the afterschool time at the program's school location.

Essential Functions:

1. Supervises the students and delivers lessons in a small group setting.
2. Help students achieve a better understanding of specific subject material and in improving academic capabilities in designated areas.
3. Help students develop the study skills necessary for academic success. Identify students experiencing difficulties and provide encouragement and alternatives.
4. Provide academic assistance to assigned students, individually or in a small group setting.
5. Assist School Liaison in preparing for tutoring sessions, reviewing class material, discussing the text, predicting test questions, formulating ideas for materials, or working on solutions to problems.
6. Utilize the resources of the school and after-school program in order to assist the student(s) in education endeavors.
7. Attend periodic training sessions to increase competency in working with students.
8. Document, track and maintain daily progress and academic records of assigned students. Provide feedback regarding student's progress as well as behavior.
9. Acknowledge student efforts, accomplishments and progress.
10. Integrate an asset based positive youth development approach in the tutoring sessions.
11. Assist students in developing self-confidence, raising self-concept, and reducing anxiety or fear of failure in academic work.
12. Work with students to develop a high level of motivation in academic areas and positive attitudes toward learning and studying.
13. Serve as a role model for students being served.
14. Adhere to all processes, procedures, rules and regulations of the YMCA, the afterschool program, and School District.
15. Maintains communication with parents.
16. Maintains program site and equipment.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Is able to work with non-certified staff and school administration. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and

remains calm in challenging situations. Is student-centered and focuses on student needs and the student's experience. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another and is able to solve problems as they arise. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members. Is proactive, a self-starter and has good organizational and communication skills, and ability to maintain accurate records.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Qualifications:

1. Meets educational and experience qualifications and passes all required background checks established by YMCA, state child care licensure certification and the 21st CCLC grant guidelines.
2. At least 18 years of age.
3. Meets state licensure and 21st CCLC grant requirements regarding CPR, First Aid, AED certifications.
4. Completes YMCA Child Abuse prevention training within 30 days of hire date.
5. Ability to plan, organize, and implement age-appropriate/developmentally-appropriate program activities.
6. Previous experience with diverse populations.
7. Meets academic standards for tutoring and demonstrate competence in analyzing student's academic needs and effectively provide solutions and support in assisting the student to reach their academic potential.
8. College degree/certified teacher preferred
9. Must possess an understanding and knowledge of how schools operate as well as specific knowledge in age-appropriate curriculum.
10. Must demonstrate good verbal and written communications skills.
11. Possess good organization and problem solving skills.
12. Be dependable and supportive of the program.
13. Experience in tutoring settings and knowledge of tutoring programs preferred.

Physical Demands:

1. Must be able to pass pre-employment drug test.
2. Ability to plan, lead and participate in activities.
3. Must be able to stand or sit for extended periods of time, bend, reach and lift.
4. Must be able to lift 30 lbs.