

SMEL | Stimulating Minds through Entrepreneurship and Leadership

JOB DESCRIPTION

POSITION:	Tutor
DEPARTMENT:	Youth Services
LOCATION:	115-15 Farmers Blvd, St. Albans, NY 11412
REPORTS TO:	Assistant Director
SALARY:	\$15.00 hourly.
SCHEDULE:	2:30 pm – 5:30 pm (Monday – Friday). This position is performance based and is also contingent on funding availability.
JOB SUMMARY:	The tutor will be responsible for providing homework help and small group tutoring for middle school students during school on a daily basis. The tutor will track students' academic progress and implement academic interventions to support students. The tutor will work closely with parents to engage them in supporting students with homework help and preparation for testing.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- Youth development experience required.
- Must have experience teaching and designing curricula.
- Previous experience working with diverse young people.
- Three (3) or more years' experience & expertise working with youth (volunteer experience is acceptable).
- Three (3) or more years' experience coaching, instructing, or facilitating curriculum-based lessons (to youth preferred).
- Ideal candidate is personable, energetic, & enthusiastic.
- Candidate must successfully complete the following: NYSDOH Fingerprinting Screening; New York State Clearance Review Background Check; 3 Reference Checks; Physical w/ updated TB Test (Fees may apply)
- If offered the position, must submit \$25 fee for NY State Clearance Review.
- Valid CPR/AED Pro certification through recognized accrediting body preferred.
- Valid First Aid/RTE certification through recognized accrediting body preferred.
- Candidates must be able to communicate effectively with all students while remaining professional at all times and be able to motivate the students while setting an example in all areas, including responsibility, timeliness, organization, attendance and most importantly, professionalism.
- Associate's Degree required (or currently in college); Bachelor's degree preferred.
- At least 1-2 years' experience teaching, tutoring and/or engaged in educational support, specifically in Math, Science, History, & ELA.
- Experience working with middle school and HS students.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Track student academic progress and outcome of academic interventions.
- Keep record of student attendance and provide summaries of weekly student interventions.
- Provide direct subject remediation to participants.
- Develop and maintain a bank of educational resources + binder.
- Manages participants' behavior (ensures that all program areas are safe).
- Responsible for the proper use and maintenance of all program supplies.
- Encourage and support the completion of homework and school projects.
- Establish close relationships with student parents and teachers.
- Encourage parents to attain higher levels of education and provide GED and/or ESL tutoring for parents on a case-by-case basis.
- Maintain ongoing open communication with parents and school-based staff.
- Work closely with case manager, social worker, and outreach worker to support targeted student needs.

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- Participate in ongoing efforts to advocate for program needs via community coalition building.
- Attend all required department/agency meetings and/or trainings.
- Other/special duties as assigned by supervisor and/or senior staff.

EOE

HOW TO APPLY:

Please submit a cover letter, outlining how your skills & experience meet the specific components you are applying for, and your resume. Also provide us with three professional references that we can contact (at least one should be from a former supervisor) with the subject header "Tutor" to careers@smelny.org. No phone calls, please.

Please be advised that job offers can only be made once your clearances come through