



Position Title: Tutor/Mentor

Reports To: Site Liaison

Supervises Others: No

Remote: No

Part Time Position

Start Date: January 2022

GENERAL PURPOSE OF JOB:

The Tutor/Mentor is responsible for helping students understand one or more subject areas. They assess, assist and encourage the students in the learning processes. They also review materials used in classes, explain various topics, and answer all the doubts and questions of the student regarding that topic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop student's skills to help them become successful, independent learners (study skills, note-taking skills, and test-taking strategies)
- Review class material with students by discussing text, working solutions to problems, or reviewing worksheets or other assignments
- Provide feedback to students using positive reinforcement techniques to encourage, motivate, or build confidence in students
- Help students to improve their learning process
- Detect the specific needs of each student
- Teach supplementary lessons

QUALIFICATIONS:

- High School Diploma or G.E.D.
- Must pass Live Scan (criminal background check via fingerprinting)
- At least six months experience working with a group of 10 or more students in a classroom, afterschool, or recreation environment
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Excellent written and verbal communication skills
- Ability to motivate others and be patient to students' needs
- Able to serve as a positive role model to students

COMPUTER & EQUIPMENT SKILLS:

- Word Processing/Data Entry
- Use of Typical Office Equipment