

Job Description: Program Tutor

Supervisor: Site Manager

Job Summary

The Program Site Staff position requires individuals to be interested in impacting the lives of at-risk students through academic, enrichment, and social and emotional support activities. Each tutor will engage in one-on-one or small-group tutoring sessions and also in enrichment activities in the after school hours.

Responsibilities

- Serve as a positive role model for students
- Build a safe and nurturing environment for a group of students by developing positive relationships
- Assist a group of students with academic activities as provided by the site manager
- Supervise and engage with students for the entirety of programming (snack, academics, outdoor)
- Communicate regularly to Site Manager on the academic and social, emotional needs of students
- Organize and maintain academic and enrichment materials specific to tutoring group
- Hold students accountable in the Positive Behavior Interventions and Supports (PBIS) framework
- Assist with set up and cleaning up of programming space following the vendor usage guidelines required by D51
- Plan and lead engaging enrichment activities with a group of students
- Supervise students on field trips
- Participate in REC program site weekly staff meetings
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- Engage with students and families during three Family Engagement events
- Serve as a Mandatory Reporter
- Participate in REC program site weekly staff meetings
- Complete training hours provided by REC
- Other duties as assigned

Qualifications

- Strong academic knowledge base
- Experience working with at-risk youth beneficial
- Leadership skills a must
- Ability to interact with people of all ages and cultural backgrounds
- Ability to work independently and as part of a team
- Effective oral and written communication skills
- Strong ability to multitask
- Capable of being flexible when needed
- Bilingual skills beneficial, but not mandatory

Programming Hours

- REC operates 15 after-school programs (9 elementary, 4 middle schools, 2 high schools)
- Elementary Schools- Tues- Thurs 4-6:15 pm, Fri 2-6 pm
- Dual Immersion Academy (Elementary): M-Th 4:5:30pm
- Middle and High Schools: Mon-Thu 3-5:30pm
- Additional one-two hours per month of in-person training outside of program hours
- Additional occasional 6-8 additional hours/month (Mondays, Fridays or Saturdays, depending on program)

Position Details

- Limited part-time position (12-16 hours) following District 51's school year and a three-week summer program in June
- \$15-\$16.50/hour based on experience
- Ability to work three to four evenings after programming per semester, occasional Saturdays and other non-school days for outdoor programming and field trips