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**Tutor**

**Job Description**

**Position Title: Tutor**

**Reports to: Director of Club Services**

**Salary: Hourly wage based on experience, years of Club service & level of education**

**Status: Flexible part-time Monday through Friday, 2-6 p.m. during the school year**

**Primary function:**   
Assists students with homework, projects, test preparation, papers, research, and other academic tasks. Tutors are responsible for leading one-on-one or small group lessons catering to our Club members' needs and goals. Must recognize different learning styles and students’ preferences to deliver practical tutoring sessions.

**Key roles**:  
**Prepare youth for success**

1. Help to create an environment which:

* Promotes quality completion of homework assignments and/or schoolwork
* Tutors mentor, guide, and interact with youth during homework sessions
* Incorporates guidance and role modeling to children and teens
* Hold youth accountable and ensure rules are being followed

2. Tutors work diligently to ensure:

* Equipment and supplies are being handled carefully and respectfully and are being used properly
* Participants are following all Club rules
* Cleanliness and appearance of program areas will be maintained
* Appropriate behavior and language will be consistently modeled

**Program development and implementation**

* Effectively implement and deliver enrichment programs, services, and activities for children
* Responsible for the safety of children in assigned areas
* Keep accurate records as required

**Additional responsibilities**

* May participate in special programs and/or events
* Attend required staff meetings
* Other activities as deemed necessary

**Relationships**  
Maintains close, daily contact with staff (professional and volunteer), children, and supervisor to receive/provide information, mentor, discuss issues, explain guidelines/instructions, instruct, and advise/counsel.

**Skills/Knowledge Preferred:**

* Knowledgeable of computers and Office applications
* Proven history working with youth in a small group teaching capacity and managing behaviors
* Strong interpersonal skills, ability to articulate instructions clearly
* Strong communication skills, both verbal and written
* Ability to grasp and follow the mission, policies & procedures of the Boys & Girls Club of Sparta
* Self-starter with excellent organizational skills with the ability to manage multiple assignments, prioritize, manage time effectively and efficiently, and complete tasks within deadlines
* Experience with planning and supervising activities based on the developmental needs of young people
* Mandatory CPR, First Aid Certifications, Child Abuse Prevention & Recognition training, Grooming Prevention & Mandatory Reporting Training (Paid by employer)

**Work Environment**

* Ability to organize and coordinate various demanding tasks and responsibilities and to troubleshoot with limited supervision
* Ability to sit for long periods
* Duties are performed throughout the Clubhouse, and noise levels fluctuate from moderate to high

**Disclaimer:** This job description is not exhaustive and may evolve based on the Club’s needs. Sparta's BGC is an equal-opportunity employer.