

YMCA of Vincennes Job Description

Position: After School Tutor

Function:

To provide the opportunity to help students on a one-on-one or small group basis outside of the regular classroom and provide them the strategies and help to succeed in school.

Qualifications:

- **High school diploma or equivalent**
- **Certified Teacher or special certification a plus**
- Fitness for Duty
- Must Possess a passion for helping students learn
- Must have the drive to help students find new ways to look at difficult skills and concepts.
- Requires the ability to have patience and a positive attitude.
- The ability to provide fun new ways to motivate students.

Principle Job Activities

- Your main responsibility is to help students learn
- Reviewing Content with students and explain how to solve problems and checking completed work.
- Help students develop study skills and organization techniques to help improve their academic performance.
- Keep reports on students and share those reports with supervisors, teachers, and parents.
- In addition to the academic component, tutors are responsible for supervising groups of students, providing discipline and serving as a role model.
- All work will typically be completed on weekdays during the regular school year, Monday through Thursday from 3:30 pm to 6:00 pm.
- Tutor positions may require as little as one hour or up to 3 hours each day.
- As a tutor, you may work with the same student every day or work with a different student each day, depending on the needs of the students.

Effect on End Result:

This position ensures that each child getting tutored at The YMCA of Vincennes gets the best help to meet each individual student learning needs, and help create lasting strategies for further academic success.

Job Type: Part-time