

**POSITION TITLE:** Tutor

**DEPARTMENT:** Resident Services

**STATUS:** Non-Exempt (part-time, temporary)

**SALARY:** \$15.00/hour

**POSITION SUMMARY:**

Reporting to the Lead Teacher, the WHA's Tutors provide assistance in the WHA's after-school "drop-in" Learning Center for up to 20 children living in the Great Brook Valley/Curtis Apartments. The Learning Center is an active and dynamic environment for academic support and skill development, with time spent on supporting youth in completing homework, developing independence, and enrichment programs. Providing a safe, attentive, and constructive environment for children in grades 2-8, Tutors are expected to rely on their own academic skills, compassion, and patience to serve as role models, assist students in understanding and completing academic assignments, and promote academic and social success.

This is a part-time, non-benefitted, seasonal (school year) position with normal hours of Monday through Thursday 2:30 p.m. to 5:00 p.m., from September 2023 to June 2024. This is an onsite (not remote) position located in Worcester, MA.

**ESSENTIAL FUNCTIONS:**

1. Assist students with homework, projects, test-preparation, and other subject-related issues.
2. Work with groups and work one-on-one with children who need additional support.
3. Support the development of reading and mathematics skills for individual students based on their ability level.
4. Promote an atmosphere that inspires curiosity and willingness within each student to become a lifelong learner.
5. Focus on students' specific academic goals communicated by the Lead and/or Assistant Teacher.
6. Communicate regularly with the Lead and/or Assistant Teacher for support and resources.
7. Ensure the Learning Center is kept organized, clean, and secure, so students have a safe and supportive space to learn.
8. Perform similar job-related duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

1. High school upperclassmen or college students preferred.
1. Ability to maintain appropriate and professional behavior and a positive, patient, supportive, and calm demeanor.
2. Good interpersonal communication skills.
3. Ability to work effectively with people of diverse backgrounds and cultures and with children.
4. Bilingual (English/Spanish) is a plus.
5. Good computer and internet navigation skills.
6. Ability to be prepared, flexible, and open to change.
7. Ability to be relied upon to be available for work.