

AFTERSCHOOL TUTOR/HELPER

Location: Selma Burke

Hours/Days: 2:30 – 6:00pm/ Monday – Friday

Early Release Days: 12:30pm – 6:00pm

Teacher Work Days: 8:30am – 5:30pm

Duration: September – May (Fall and Spring Semester)

Duties

Assist students with daily homework assignments, projects, studying for tests, and/or general supervision. Student ages will be mostly elementary to middle school level. Positions include those with specialty in Math, Science, Computer Technology, English, or as a general helper.

Skills Needed

Patience is most important. Attention to detail and ability to work with others. Ability to support individual student academic needs as assigned; answer questions; and any other academic support/enrichment. Must be age 16 or older. At least some experience with Mac Computers is preferable, but not required. Volunteer experience in this area would be an added plus.

Requirements

A test showing each volunteer is free of active tuberculosis is required prior to the first day of work. The results of the test shall be obtained within the 12 months prior to employment or the beginning of the volunteer activity. Volunteers will also need to complete a health questionnaire.