



Job Title: Academic Program Tutor

Job Description: The Academic Program Tutor will be responsible for delivering tutoring in a number of contexts including within the school and neighborhood center. The Academic Program Tutor supports students in achieving their academic and literacy goals, coordinates tutoring between the neighborhood center and classroom teachers, and responds to students' needs in a timely fashion.

Responsibilities:

- Perform as part of a team with the Academic Program Coordinator, Elementary and Middle School Program Coordinators, other tutors, PASS AmeriCorps members, volunteers, and all Vera Court Neighborhood Center staff.
- Maintain responsibility for the academic support of a small group of students (4-8 students).
- Tutor during some but not all scheduled meeting times (3:00-5:30 Monday through Thursday, schedule may also include evening or in-school tutoring).
- Assist volunteers, interns, and other staff in delivering academic programming and creating an empowering atmosphere.
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- Report to the Academic Program Coordinator regarding student outcomes regularly.

Qualifications:

- Enrollment or experience in higher education. Can be a current or former student at a two- or four-year post-secondary institution.

- Knowledgeable in middle and high school level academics, including but not limited to mathematics, science, and literacy.
- Positive attitude and an ability to provide patient academic guidance to youth.
- Able to demonstrate quality tutoring methods and cultural competence in youth work.
- Willingness to work a flexible schedule including after-school hours and evening hours.
- Bilingual (Spanish/English) candidates are strongly encouraged to apply

Hours: Monday-Thursday 8-12 hours/week (potential for additional hours)

Wage: \$14-\$16/hour (higher wage available for tutors with significant experience tutoring or teaching in an academic institution).

How to Apply: Please email resume and cover letter to davidp@veracourt.org with the subject line: Application for Academic Program Tutor Position. Qualified applicants will be interviewed on a rolling basis. Additional information about Vera Court Neighborhood Center can be found at www.veracourt.org.