

Vera Court Neighborhood Center

614 Vera Court, Madison, WI 53704

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www.veracourt.org



Academic Program Tutor
Vera Court Neighborhood Center

Posting Date: February 17, 2021

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.

Specific responsibilities include:

- Perform as part of a team with the Academic Program, Elementary Program 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.
- Tutor during some but not all scheduled meeting times.
- Assist volunteers, interns, and other staff in delivering academic programming and creating an empowering atmosphere.
- Report to the Academic Program Coordinator regarding student outcomes regularly.

Specific requirements include:

- Enrollment or experience in higher education. Can be a current or former student at a two or four year post-secondary institution.
- Knowledgeable in all areas of 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-Friday 20-25 hours per week while MMSD is virtual. Once MMSD returns to in-person instruction, tutors will work 10-12 hours per week.

Compensation: \$15.00-\$16.00 per hour (higher wage available for tutors with significant experience tutoring or teaching in an academic institution.) Interviews will be conducted on a rolling basis.

More information regarding Vera Court Neighborhood Center can be found at www.veracourt.org

To apply email resume and cover letter to Jake Wilson, Academic Coordinator, at jakew@veracourt.org