



Tutor Job Summary

We are looking for a reliable Tutor to join our educational team. You will work with students of various ages, either one-on-one or in groups, to provide help on a particular assignment or with basics in a specific subject. After each tutoring session, you will need to document what tasks you worked so that the student's progress can be shared with their parents. Our ideal candidate has volunteered or worked with school-age students for at least 6 months and is comfortable tutoring in at least one of the four core subjects.

Tutor Duties and Responsibilities:

- Discuss what subject or problem the students need help with
- Explain the problem-solving method in an easy-to-understand way
- Set lesson goals and milestones
- Provide encouragement and positive motivation
- Prepare materials specific to subject area
- Document progress to discuss with parents
- Assist director with tragedies to tutor students
- Assist with homework
- Be on time for tutorial sessions

Tutor Requirements and Qualifications:

- High school diploma
- Proficient in at least two of the four core subjects up through early high school levels
- Able to work after school hours, nights, and weekends
- Excellent communication skills
- Proficient in Microsoft Office Suite
- Responsible, independent work habits
- Dependable, trustworthy, and mature
- Positive attitude

Absence: The student will notify the director via email or text of absence as soon as possible. If absence is within one hour of reporting to shift, notify the director by text only. Excessive tardiness and unexcused absences may result in losing the position.

Student's Name _____

Signature _____

Date _____