

TITLE: Youth Club Tutor/mentor

DEFINITION: Under supervision of Club manager, directs/manages overall daily operations of the Youth Club with primary concern for programs and service delivery, supervision of staff, facility management, community relations and membership administration.

QUALIFICATIONS:

1. Associates degree or highly qualified according to NCLB
2. Computer experience required
3. Strong written and oral communication skills required
4. Proficient word processing skills
5. Experience working with children
6. Ability to establish and maintain cooperative relationships with students, parents and staff

REPORTS TO: The Youth Club manager

JOB GOALS:

To maintain the Youth Club as a vibrant, attractive club where students can have a positive experience.

PROFESSIONAL/ETHICAL RESPONSIBILITIES:

It is imperative that the person employed in this position display, at all times, acceptable professional and ethical standards. These expectations are as follows, but are not limited to:

1. Confidentiality
2. Courtesy
3. Cooperation and positiveness
4. Reliability/punctuality
5. Accuracy and efficiency
6. Timeliness in respect to deadlines
7. Respectfulness toward others

RESPONSIBILITIES AND DUTIES:

1. Assists manager in planning, development and implementation of tutoring activities that will enhance or improve project participant's academic performance.
2. Assists in supervision of project participants during tutoring and/or Club activities.
3. Recruits project participants for tutoring and Club membership.
4. Provides direction for project participants individually or collectively, referring to supervisor as needed.
5. Maintains discipline among project participants so that tutoring is carried out safely and efficiently following Board policy.
6. Participates in meetings as needed. Works collaboratively with other staff to meet goals and objectives of the Project.
7. Attends trainings and other developmental/professional growth opportunities as time and resources allow.

8. Encourages older project participants into leadership roles (i.e. volunteer tutors, etc.)
9. Maintains proper records of membership registration, daily attendance and program participation.
10. Keeps supervisor informed of problems, concerns, needs and unusual occurrences.
11. Encourages proper usage of equipment by project participants and assists in maintenance of equipment.
12. Provides guidance and role modeling to project participants.
13. Implements any other administrative and program duties as assigned.

TERMS OF EMPLOYMENT:

1. Number of days as per appointment letter.
2. Salary and benefits as per Board policy.

EVALUATION: Performance of this job will be evaluated in accordance with the Board policy and procedure for evaluation of classified personnel.

ADOPTED:

REVISED:

STAFF HANDBOOK: