

# YMCA of Southwestern Indiana Part-Time Job Posting

## Position Description: Community Outreach Tutor

**Job Title:** Community Outreach Tutor

**Supervisor(s):** Program Directors

**Location:** Various Vanderburgh schools

**Hourly Rate:** \$9.25

**Hours Available:** Must be able to work a **minimum** of 4 hours per week. Candidates may work up to 10 hours a week (After-school hours are flexible offering daily shifts between the hours of 2:30-7:30pm Monday- Friday; Weekend hours available for outings and special events) ... hours will vary based on school location.

**Benefits:** Free Family Membership, Program Discounts, Pension (once qualifications are met), & Professional Development Training

## Job responsibilities will include the following:

The Community Outreach Tutor, with direction from the Program Director, serves as a reading tutor for K-3rd graders using curriculum provided. The tutor will do three 30 minute tutoring sessions per day they work within a 2 hour shift at the school. Tutoring shifts will run 2 hours between 3:00-5:30pm depending on the school assigned. This position also requires an individual to follow and uphold the mission of the YMCA of Southwestern Indiana, Inc.

## Requirements:

- High School Diploma, some college credits preferred
- Possess a valid driver's license
- Effective communication skills, both written and verbal
- Basic computer skills preferred (Email)
- Previous experience with youth in a formal setting preferred
- Display core values of the YMCA (caring, honesty, respect, responsibility, faith) • Other duties deemed necessary by the Program Coordinator and Community Outreach Program Director
- Be able to commit to working one semester
- Collect, review, and maintain all necessary documentation for participants • Follow daily curriculum schedule
- Plan and implement tutoring curriculum

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Our Mission: The YMCA of Southwestern Indiana, Inc. following the example of Jesus Christ, responds to community needs by serving all people, especially youth, through relationships and activities that promote healthy spirit, mind and body.