

JOVEN, INC. POSITION ANNOUNCEMENT

TITLE: Tutoring Specialist

REPORTS TO: After School Project Director

SUMMARY

This position is responsible for providing students with academic reading and math support and enrichment opportunities to help them succeed in school and beyond. Helping children realize their dreams and overcome school challenges is passionate work, and JOVEN is looking for a committed, reliable, and enthusiastic tutors.

DUTIES AND RESPONSIBILITIES

- To provide a student-focused, student-driven tutoring environment with small groups
- Using a dynamic and learner-friendly platform
- Prep for tutoring sessions and ensure materials are appropriate for the lessons
- Present subject material during tutoring sessions
- Capture student participation and attendance each tutoring session
- Creating a fun and energetic learning environment on a daily basis
- Managing and motivating students throughout their learning
- Communicating specific student needs to center staff
- Utilizing our methodology, for which you'll be thoroughly trained
- Passion for education
- Thrive on student success
- Upbeat and willing to motivate children
- Serve as role model/mentor to JOVEN students
- Dynamic, energetic, outgoing personality
- Classroom Management
- Instructional delivery methods
- Student safety policies and procedures
- Work in a team environment with teachers and other stakeholders
- Actively participate in collaborative groups and tutorials
- Become familiar with the specific routines and expectations of the teacher's classroom.
- Provides academic support for students in rigorous courses
- Facilitate the tutorial learning process and implement JOVEN methodologies.
- Transport youth enrolled in program in JOVEN's 12-15 passenger vehicle, if needed.
- Other duties as necessary to the position

EDUCATION

- The minimum amount of formal or informal education required to perform the position successfully is education or job knowledge equivalent to college or university undergraduate education. The minimum amount of relevant work experience required is at least two (2) years.
- Bachelor's degree preferred and experience working with children

EXPERIENCE

- May need to lift up to 25 lbs. and may require frequent lifting, bending, walking, climbing stairs, reaching and pulling. Must have ability to use manual dexterity on keyboard.
- Ability to use computer programs with intermediate proficiency
- Ability to assume postures in low levels to allow physical and visual contact with children, see and hear well enough to keep children safe, and engage in physical activity with children.
- A love for children and a strong desire to make a difference every day

HOURS/COMPENSATION

This position requires Monday - Friday 3:30 - 6:00 PM availability; 12.5 hours a week; \$25.00 hourly.

Respond by submitting a cover letter and resume to: JOBS@JOVENSATX.ORG

Equal Opportunity Employer