



Job Description

Position:	Tutor Intern
Program:	After School Program
Availability:	Monday thru Friday, 3:00 pm-6:00 pm
Hours:	6-15 hours/week
Position Available:	5
Location:	Mosqueda Center, 4670 E Butler Ave, Fresno, CA 93702
Apply:	Email resume and cover letter to Yeng Her, yher@readingandbeyond.org 559-342-8619

REPORTS TO: After School Site Coordinator

PROGRAM SUMMARY:

Reading and Beyond's After School Program provides engaging and interactive learning activities for children at the community site. Assisting academically at-risk students to perform better in school by providing after-school tutoring. Specifically, Tutor Intern will be working with small to large groups of Kindergarten through Sixth Grade students to improve their reading level, complete homework, and participate in enrichment activities.

ROLES & RESPONSIBILITIES: (The information listed below is meant to serve as a sample of job duties and responsibilities. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.)

- 1) One-on-one reading or reading with a group of 2 to 5 students per hour and/or session
 - a. Assist students in improving their reading skills by one grade level by the end of six months to one year
- 2) Provide homework assistance and provide assistance with the enrichment activities.
- 3) Follow lesson plans and/or develop individualized activities for struggling students
- 4) Complete student logs and other paperwork on attendance and student progress
- 5) Other related tasks, as assigned by After School Site Coordinator

REQUIRED QUALIFICATIONS:

- 1) Desire to work in the field of education
- 2) Desire to help and work with students
- 3) Have a positive attitude and have a mentorship mindset
- 4) Must have good attendance, be patient, and have an engaging personality.
- 5) Pass TB test and Livescans fingerprint clearance
- 6) Provide proof of COVID-19 Vaccination

COVID-19 PRECAUTIONS:

- ❖ Personal protective equipment (facemask) required
- ❖ Temperature and COVID-19 self-screenings required
- ❖ COVID -19 guidelines in place
- ❖ Sanitizing, disinfecting, or cleaning procedures in place

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The volunteer must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMER:

This volunteer job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. A volunteer may be required to perform other related duties not listed in the job description provided that such duties are characteristic of the position. A VOLUNTEER is an individual who performs hours of service for a public agency for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered, is considered to be a volunteer during such hours.