

YWCA of Lubbock
Job Description
Summer Camp Tutor

Department: Camp

FT/PT/Vol/Temp:

PT

Salary Grade:

FLSA Status:

Non-Exempt

Reports To: Summer Camp Director

Job Summary

Tutors are responsible for helping students to better understand different academic subjects. They assess, assist and encourage the students in the learning processes. These professionals also review materials used in classes, explain various topics. A Tutor will encourage each student and ease doubts regarding various subject topics.

Essential Job Responsibilities

- Provide one-on-one instruction to help students achieve their academic or personal learning goals.
- Work with directly students on specific subjects, especially on subjects that are more difficult for that particular student
- Work with small groups of students with the assistance of a classroom helper.
- Create educational reading and math curriculum as needed.
- Create and execute engaging and relevant lessons.
- Give regular feedback to learners.
- Support learners in creative ways with their studies.
- Encourage students when they feel defeated, doubtful and tired.

Job Qualifications

- Learn and support the YWCA mission, vision, and policies to meet the goals of the organization without compromise, serving as a role model for the Lubbock community both in demeanor and in life-style habits.
- Certified teachers are **preferred**.
- One must maintain first aid and CPR certifications.
- An individual must be able to perform each essential duty satisfactorily.
- Good analytical and problem solving skills.
- Knowledge of principles and practices of organization, planning, records management, research and general administration.
- Ability to communicate effectively both verbally and in writing with staff, employees and public.
- Ability to operate standard office equipment including but not limited to computers, copiers, calculators and phone systems.
- Ability to follow oral and written instructions.
- Present self professionally in appearance and mannerism at all times.
- Adaptability (flexibility, adjustability, versatility)
- Energy (motivation, enthusiasm, interpersonal skills)
- Openness (accessibility, availability, involvement, empathy)
- Humility (respect, discernment, acceptance)

eliminating racism
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Physical Requirements

The physical demands described here are representative, though not comprehensive, of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly sit, stand, bend, crouch, walk, climb stairs, use hands and fingers, reach with hands and arms, feel, talk, hear, and see.
- Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Work Environment

The work environment characteristics described here are representative, though not comprehensive, of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

- Noise level varies between quiet and loud.
- Pace varies between deliberate and fast.