



Job Title	Tutor/Program Aide (4)
PVN ID	QB-2301-005349
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	The Liberty Partnerships Program-CEWD
Status	Part Time
Hourly Rate	\$16.00-\$17.00
Hour(s) a Week	16.00-17.00
Closing Date	Feb 22, 2023 (Or Until Filled)

General Description

Duties:

Under the supervision of the Case Management Specialist and Director will:

- * Be proficient to tutor in middle and high school subjects specially math
- * Be prepared to take a short math quiz
- * Assist with the supervision of middle and high school students attending the program
- * Assist with chaperoning trips, and supervision on and off campus activities
- * Assist in the program's evaluation completion by students
- * Provide and keep tutoring logs
- * Act as program ambassador at the schools by making presentations about the program.
- * Deploy sports, art and other workshops' supplies

Other Duties

Requirements:

*Resume, short cover letter and copy of transcript. Working papers. State issued ID and SS Card

*Must be able to make a commitment of at least a program's year. Fall, Spring and Summer.

*Must be reliable, dependable, and punctual

*Must attend mandatory compensated orientation, and professional development meetings scheduled for every session of the year

*Must encourage students' engagement in learning and must be a role model

*Must be comfortable asking questions, and requesting support, when needed

Salary: \$16 per hour under 60 college credits. \$17 per hour above 60 credits

Scheduled: Saturdays - In person -5hrs 10-3pm Fall and Spring

Summer: 4 weeks during the month of July. Mondays, Tuesdays, Wednesdays 10am-3:00pm. Chaperone trips on Thursdays. Hours vary.

Qualifications
