



Job Title	Tutor/Program Aide
PVN ID	QB-2305-005638
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	The Liberty Partnerships Program-Project
Status	Part Time
Hourly Rate	\$17.00-\$19.00
Hour(s) a Week	6.00-19.00
Closing Date	Jul 25, 2023 (Or Until Filled)

General Description

The Liberty Partnerships Program is a college readiness afterschool funded by the NYSED and serves middle and high school students attending schools throughout the borough of Queens. The program is an all year afterschool, weekend and summer activity.

The program is looking for four (4) proficient tutors to assist students with all the Junior High and High School subjects specially Math and to support instructors and the supervision of students. The tutors/Program Aids work summer during weedays, fall and spring during Saturdays. *This is not a summer job.*

Other Duties

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

- Tutor in all the middle and high school subjects and 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
- Provide and keep tutoring logs
- Act as program ambassador
- Deploy sports, art and other workshops' supplies

Qualifications

- Must be able to submit a resume
- Must be able to make a commitment of at least a program's year. Fall, Spring and Summer. *This is not a*

summer job.

- Must be reliable, dependable, and punctual. Must be able to work the full schedule of hours and the length of the appointment
- Must attend mandatory compensated orientation, and professional development meetings that are 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: \$17 per hour under 60 college credits. \$18 per hour above 60 credits. \$19 Graduate

Schedule:

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

Summer: 4 weeks during the month of July. In person-Mondays, Tuesdays, Wednesdays 10am-3:00pm

Chaperone trips on Thursdays