

Skookum Jim Friendship Centre
Job Description

**After School Tutoring Program
Tutor Position**

Position Summary:

The After School Tutoring position will work with Aboriginal high school students bridging the transition from elementary to high school and rural to urban schools providing after school assistance for high school students with special emphasis on students with learning differences.

Reporting Responsibilities:

The Tutor position will report to the After School Tutoring Coordinator.

Classification:

Part Time Term Position

Hours of Work

The tutor shall be available to working during the school year from Monday to Thursday between 3:30pm to 8:00pm or upon a mutually agreed schedule with the After School Tutoring Coordinator to meet the needs of the students. Some weekends may be required to prepare for school exams. Summer hours may include summer booster camps and will be dependant upon the interest of students.

Duties:

- Provide tutoring services to urban Aboriginal youth in high school to improve student's grades and success in completing high school;
- Maintain a stable, inviting learning environment for students;
- Assist and supervise students who drop in to complete their homework;
- Review student's work and provide feedback and assistance so they may complete their assignments with success;
- Maintain accurate records of the student's progress and development on an ongoing basis;
- Provide input to the After School Tutoring Coordinator on students progress for reporting purposes;
- Select and/or create learning resources as required for individual students;

- Assist the After School Tutoring Coordinator in planning educational activities for students;
- Provide students with materials to prepare for school exams including BCP exams delivered to Yukon High School Students;
- Provide students with study strategies so they may be successful on exams;
- Participate in meetings with youth, parents and/or caregivers, classroom teachers and other support people in a students life as required;
- Deliver/assist students studying for life skills and/or employment certificates;
- Assist in the delivery of other workshops and/or social activities provided for the youth;
- Assist in fundraising activities for the After School Tutoring program;
- Supervise students in the computer lab, classroom and SJFC building at all times;
- Maintain student/tutor confidentiality at all times;
- Report any incidents to the After School Tutoring Coordinator immediately;
- Attend program and Centre meetings as required;
- Driving students as required by the program using the SJFC vehicles;
- Prepare healthy snacks for the program participants.

Employees Statement:

I have been given the opportunity to review and comment on this job description:

Employee's Signature

Date

Supervisor's Statement:

This job description accurately describes the activities and demands of this position:

Supervisor's Signature

Date

Authorization:

Executive Director's Signature

Date