2022-23 YMCA After School Academic Tutor (CBWS)

Job title: 2022-23 YMCA After School Academic Tutor (CBWS)
Classification: Student Worker (non-exempt)
Name and Address of Employer: Northfield Area Family YMCA, 1501 Honeylocust Drive, Northfield, MN 55057
Date Position is Active: September – May 2022
Rate of Pay: $12.00 per hour for 2022-2023 academic year
Department/Office: Center for Community and Civic Engagement
Address of where duties are performed: 1501 Honeylocust Drive, Northfield, MN 55057
Supervisor: Krista Danner, Northfield Area Family YMCA
Alternate Supervisor: Maddie Fry, 5th Year Education Associate

Hours: Tutors will be assigned weekly hours based on need of the program. 1-2 days, 3:30 – 7:30 p.m. will serve as the likely shift times.

Student must be eligible for federal work-study or state work-study to work in this position

Objective of the Position: Provides academic tutoring for youth in grades 6-12. Instruction and activities are designed expressly to promote subject mastery, develop grade-level competencies and to teach study skills. Tutoring services are provided during the after-school and evening time at the Northfield Area Family YMCA.

DUTIES AND RESPONSIBILITIES:
The tutor must have the competencies, skills and proven leadership ability to successfully carry out the YMCA mission, goals and vision for serving the community. Other important responsibilities of the Tutor include the following:

1. Help students achieve a better understanding of specific subject material and in improving academic capabilities in designated areas.
2. Help students develop the study skills necessary for academic success. Identify students experiencing difficulties and provide encouragement and alternatives.
3. Provide academic assistance to assigned students, individually or in a small group setting.
4. Utilize the resources of the school and after-school program in order to assist the student(s) in education endeavors.
5. Attend periodic training sessions to increase competency in working with students.
6. Acknowledge student efforts, accomplishments and progress.
7. Integrate an asset based positive youth development approach in the tutoring sessions.
8. Assist students in developing self-confidence, raising self-concept, and reducing anxiety or fear of failure in academic work.
9. Work with students to develop a high level of motivation in academic areas and positive attitudes toward learning and studying.
10. Serve as a role model for students being served.
11. Adhere to all processes, procedures, rules and regulations of the YMCA.

EDUCATION, EXPERIENCE AND SKILLS:
1. Qualified adult, 18 years or older, who meets academic standards for tutoring and demonstrates competence in analyzing student’s academic needs and effectively provides solutions and support in assisting the student to reach their academic potential.
2. Must possess an understanding and knowledge of how schools operate as well as specific knowledge in age-appropriate curriculum.
3. Must demonstrate good verbal and written communications skills.
4. Possess good organization and problem solving skills.
5. Be dependable and supportive of the program.
6. Ability to maintain confidentiality
7. Must pass a background check.
8. CPR, First Aid, AED and child abuse prevention certifications will be required within 30 days of hire. Certification and costs and time spent on certifications are covered by the YMCA. Trainings provided by the YMCA.

CORE COMPETENCIES

- **Values.** Demonstrates in word and action the Y’s core values of caring, honesty, respect, and responsibility and a commitment to the Y’s mission, in all matters at all times.
- **Inclusion.** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and cultural competence.
- **Relationships.** Builds authentic relationships in the service of enhancing individual and team performance to support the Y’s work.
- **Influence.** Employs influence strategies (verbal, personal and written) that engage, inspire, and build commitment to the cause and overall Y goals.
- **Communication.** Listens and expresses self effectively and in a manner that reflects a true understanding of the needs of the audience. Understands and expertly utilizes current methods of communication
- **Developing Others.** Recognizes and acts on the need to continually develop others’ capabilities to attain the highest level of performance possible.
- **Decision Making.** Integrates logic, intuition, and sound judgment to analyze information to identify greatest opportunities, make sound decisions, and solve problems.
- **Emotional Maturity.** Demonstrates effective interpersonal skills.
- **Quality Results.** Demonstrates and fosters a strong commitment to achieving goals in a manner that provides evidence-based quality experiences.
- **Innovation.** Participates in the generation, experimentation, and implementation of new approaches and activities that improve and expand the Y’s mission and work.

Evaluation will occur at the end of each term.

**Transportation to off campus work site**
Students are responsible for getting themselves to and from their work site and they may be compensated for travel time.

**NOTE:** This job description is not intended to be all inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

*Meet our qualifications and want to apply for the position? Please fill out the [CBWS Application Form](#).*