

CENTRO CAMPESSINO FARMWORKERS CENTER

AmeriCorps YouthPride

Homework Tutor

Job Description

Job Summary:

Reporting directly to the Program Coordinator the Homework Tutor is responsible for assisting certified 21st CCLC teachers in providing academic enrichment and remedial education activities to actively participating 21st CCLC students during 21st CCLC program hours, including homework assistance and tutoring.

The Centro Campesino Farmworker Center, Inc. (CCFC) AmeriCorps YouthPride Program is a grant-funded afterschool and summer camp program designed to promote and enhance academic productivity for students attending Title 1 schools in the Florida City and Homestead, Florida communities, through mentoring, homework assistance, student led project based learning curriculums (PBL) and coach-led physical fitness and nutrition activities. The program is also dedicated to educating the parents and guardians of our program participants on the importance of academic awareness and the operation of the school systems through monthly parent workshops.

Other Job Duties

- ☐ Tutor, mentor, and supervise all program participants
- ☐ Provide academic and homework assistance to students, either in a group or individual setting
- ☐ Prepare materials for homework assistance and classroom assignments
- ☐ Assist in maintaining records of each participant's homework and reading logs.
- ☐ Assist in collecting information relating to the student's performance, progress, assessment, and grades (progress reports, report cards, FCAT scores, PRE/MID/POST tests and attendance).
- ☐ Assist with administering the PACERS and ORF's
- ☐ Assist with the coordination of outdoor activities.
- ☐ Maintain communication between Program Coordinator and Senior Lead Tutor about the curriculum, goals, objectives and success of the program.
- ☐ Maintain overall, individual and field trip attendance sign in sheets complete with date, site, checked in by, field trip name, etc.
- ☐ Assist with maintaining classroom calendar of events.
- ☐ Assist with the supervision and instruction of volunteers.
- ☐ Count, sort and store snacks and adhere to the policies of the Department of Food & Nutrition and the Department of Health.
- ☐ Assist with the distribution and collection of field trip forms.
- ☐ Chaperone YouthPride field trips, parent workshops and social events as deemed necessary by Program Coordinator.
- ☐ Attend periodic training sessions to increase competency in working with students.
- ☐ Organize program supplies and classroom materials/property.
- ☐ Complete incident reports daily and submit them to Lead Tutor.
- ☐ Report to and provide feedback to the Program Coordinator.
- ☐ **Other related duties as assigned.**

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Requirements:

- ☐ High School Diploma or GED required
- ☐ Experience working with children preferred
- ☐ Ability to motivate and encourage others and maintain a high energy work environment
- ☐ Good verbal and written communication skills
- ☐ Highly organized and detail-oriented and an ability to work in a fast paced environment
- ☐ Ability to lead, be a team player and employ a positive tone, attitude and professional demeanor at all times
- ☐ Ability to be fair, flexible and caring
- ☐ Bilingual (English/Spanish) preferred.

Compensation: This is a non-exempt, part-time position that requires occasional evening and weekend work. Hourly compensation for this position will be \$10.00-\$12.00 per hour depending on education and experience. All employees must complete a 3 month probationary period. Training and advancement opportunities are available.

The following is the Homework Tutor Work Schedule

Afterschool: Monday-Friday 2:00pm – 7:00pm

Teacher Planning Days: 8:00am – 5:00pm

Spring Break: Monday-Friday 8:00am – 5:00pm

Summer Camp (6 weeks): Monday-Friday 8:00am – 5:00pm

To apply please send a resume and cover letter to: mrodriguez@ccfcfl.org.

The cover letter must specifically address this position, and no resume submitted without a cover letter will be considered. No phone inquiries please. CCFC is an equal opportunity employer.

Minorities and women are encouraged to apply. Our facility meets all ADA requirements.

****Must satisfy CCFC pre-hire reference screening, national background check, drug screen**