



## Program Assistant Description

TutorSmart is looking for Program Assistants to provide intervention for students on a small-group basis. A Program Assistant's job is to meet students wherever they are academically and provide them with strategies and tools so that they can succeed in school. Most sites are currently in-person with limited virtual options for 2021-2022 school year.

Studies agree that increased time for learning is essential to narrowing the achievement gap & improving student outcomes. This means that when the bell rings at the end of the school day, what happens next in terms of enrichment and skill-building activities is essential to many young students not on track for success. This is where you come in.

Can you spare 2-5 hours a week to truly make a difference to a child who is struggling academically? That's less time per week than most people spend surfing the web everyday.

We will provide the training. You provide the experience. Together we make the difference.

### **Duties and Responsibilities:**

- Assisting clients with logging into online curriculum.
- Picking up tutoring packets for the session.
- Working on specific reading and math skills with your learner.
- Being a positive role model by developing a compassionate relationship with your learner.
- Providing feedback to your learner, the Lead Tutor, and Operations Director.

### **Knowledge, Skills, and Abilities:**

- Exercise professional demeanor.
- Excellent organizational skills, excellent written and oral communication skills.
- Excellent time management skills.
- Ability to work both independently and as a team member.

### **Qualifications:**

- High school diploma or equivalent.
- Computer experience required.
- Experience working with children is a plus.

**Schedule:**

After School Tutors are needed between 3:30 and 6:00 pm Monday through Friday during the regular school year.

**Reports to:** Tutor**Job Type:**

Part-time

**Pay:** \$12.00 per hour