

**EDUCATION FIRST ATHLETICS SECOND COALITION
VOLUNTEER JOB DESCRIPTION**

JOB TITLE: TUTORS (English, Math, and Science)
DEPARTMENT: EDUCATION
APPOINTED BY: K DeShawn Wallace
LENGTH OF TERM: SHORT TERM, LONG TERM, OR PER PROJECT (6 WEEKS)
HOURS: MONDAY & WEDNESDAY 6:30 – 7:45 PM and SATURDAY 8:30- 10:00 AM
DATE: September 15, 2008

PURPOSE:

Provide tutoring services to EFASC students on a regular basis through lessons based on the needs and interests of the students.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

Plans and carries out lessons and activities at regularly scheduled tutoring sessions
Ensures that all activities meet EFASC policies and guidelines
Ensures that reports are completed and submitted in a timely manner and submitted to the appropriate person(s)
Supervises and tutors a group of 5-10 students
Attends and participates in EFASC tutor trainings and meetings
Work with students and their parents/guardians to gauge the student's progress

QUALIFICATIONS REQUIRED:

Bachelor's Degree or 60 hours or college credit earned from an accredited college or university.
Some teaching or tutoring experience in subject area is a plus.
Must be punctual and organized
Ability and willingness to work in the urban core area
Ability to problem solve and manage conflict resolution
Must take basic job training
Must adhere to EFASC policies and procedures
Ability to plan and organize lessons and activities
Ability to complete records, reports, and final evaluation within established deadlines
Ability to work independently or part of a team
Must be at least twenty (20) years of age

PHYSICAL ABILITIES:

Regular physical abilities associated with work in an interior environment.
Work is performed in a temperature control building at the EFASC center.

BENEFITS:

Opportunity to work in a fun environment
Gain project management experience
Great resume builder
Opportunity to support the community
Potential networking opportunities
Opportunity to develop marketable job skills
Opportunity to make a difference in the life of boys and girls from diverse backgrounds

This job description is not intended to be all-inclusive. Reasonable accommodations will be made to allow individuals with disabilities to perform volunteer jobs with EFASC whenever possible.