



BOYS & GIRLS CLUB
OF COLLIER COUNTY

Title:	Tutor
Reports To:	21 st CCLC Miracle Site Coordinator
Salary Range:	\$15.00 - \$17.00 Commensurate to Experience
Job Location:	Immokalee

Job Summary

Want to have fun at your job? Create art, play games, help students with homework or teach fun classes, all while positively impacting the lives of youth! If you are up for a fun challenge, this might be the place for you. School year shifts vary but are generally M-F 2:30 pm - 6:30 pm. Please note your availability clearly in your cover letter. The wage range starts from \$15-\$17 per hour but is negotiable based on relevant experience and education. The program offers the opportunity for growth and advancement for motivated professionals. Certified Teachers are invited to apply for teacher positions (wage: \$30/hour).

Key Responsibilities

Individuals must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and ability required. Reasonable accommodations may enable individuals with disabilities to perform the essential functions.

Key Roles

- Tutors are creative and know how to add fun to all activities as they implement and deliver exciting and engaging programs and activities for students in grades 3rd -12th.
- Tutors, under the supervision of the site coordinator, ensure the incorporation of social-emotional development, academic level appropriate and gender-specific programs and activities per the 21st Century Community Learning Center grant parameters, and guidelines
- Tutors will report all student-related incidents to the Site Coordinator immediately
- Tutors have empathy and respect for all people, ensuring that inclusive and culturally responsive behaviors are implemented.
- Tutors provide a supportive environment for students' needs and provide guidance and discipline to ensure a safe and positive environment.
- Tutors are organized and careful, and they maintain a daily schedule in the classroom.
- Tutors will attend staff professional development training and maintain documentation that supports BGCCC employment guidelines.
- Tutors will work in a variety of program areas as needed.
- Tutors will complete other duties as assigned.

Experience & Qualifications

Experience -- One-year experience in the relevant working environment, preferred. Individuals should demonstrate experience working directly with administrators, teachers, other school staff, or similar staff positions.



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Additional Qualifications

- Ability to adapt to a changing environment
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to speak effectively before groups of students or adults
- Ability and motivation to research and continuously learn and apply learning in practical settings
- Ability to work effectively with a team under the Site Coordinator's supervision
- Ability to resolve problems professionally and with sound judgment

Physical Requirements

While performing the duties of this job, the employee may need to do the following:

- sit for long periods, talk and hear
- stand and walk
- use hands to finger, handle or feel and reach with hands and arms
- use hands and finger coordination to write and type
- lift and move up to 25 pounds on occasion
- have the ability to use close vision, distance vision, and the ability to adjust focus

Additional Job Specifics

- Reliable transportation is necessary for travel throughout the region.
- Attend various functions and meetings before or after regular business hours.
- Possess a valid Florida Driver's License and Insurance.

Education

Equivalent Education Level – High School Diploma; Bachelor's Degree, preferred.

To Apply

Qualified interested candidates will send cover letter and resume to the Human Resources Dept. at hr@bgccc.com.

Disclaimer

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

EOE/DFWP/SFWP