



## Smart Kids, Inc.

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[www.smartkidsinc.org](http://www.smartkidsinc.org)

**Position Title:** Student Tutor

**Location:** Varies

**Reports To:** Tutor Facilitator

**Position Type:** Part-Time

**Compensation:** Paid \$15 HR/Practicum/Internship/Federal Work Study

**Start Date:** Immediately

### About the Organization:

Smart Kids, Inc. is a nonprofit organization provides 1:1 tutoring services to underserved K-12 students within St. Louis County and St. Louis City. We are dedicated to empowering students through education and community support. We offer a range of programs designed to promote academic achievement, provide mentorship, and help students develop the skills they need to succeed in school and beyond. We are seeking dedicated and passionate Student Tutors to join our team and make a direct impact on the academic success of our students.

### Position Overview:

As a Student Tutor, you will work one-on-one or in small groups with students to provide academic support in Reading Comprehension and Math subjects. You will help students build confidence, strengthen their skills, and foster a love for learning. This position is ideal for individuals who are passionate about education and community service and who want to make a meaningful difference in the lives of young learners.

### Key Responsibilities:

- Provide tutoring sessions in subjects: Math and Reading Comprehension to students in K-12 in our after-school program, Tutor Me Program.
- Assess students' academic strengths and weaknesses, developing personalized tutoring plans to meet individual needs.
- Create and deliver engaging lesson plans, exercises, and activities that enhance students' learning experience.
- Monitor and track students' academic progress, providing feedback to students and their families as needed.
- Encourage students to develop good study habits, time management skills, and a positive attitude toward learning.
- Collaborate with program coordinators and other tutors to share best practices and ensure consistent support across all subjects.
- Attend regular training sessions and staff meetings to stay informed about program updates and best practices in tutoring.

- Provide encouragement, motivation, and mentorship to help students build self-confidence and a growth mindset.

### **Qualifications:**

- Currently enrolled in or recently graduated from a college or university with at least 36 credit hours and a strong academic record.
- Experience in tutoring, teaching, or mentoring preferred, but not required.
- Passion for working with students and a desire to help them achieve academic success.
- Strong communication skills, with the ability to explain complex concepts in a clear and patient manner.
- Ability to work independently as well as collaboratively with other team members.
- Reliable, responsible, and committed to maintaining confidentiality and professionalism.
- CPR certification and background check requirements.

### **Desired Skills:**

- Strong organizational and time management skills.
- Flexibility and adaptability to work with students with different learning styles and abilities.
- Knowledge of educational tools, resources, and technology to support student learning.
- Fluency in Spanish a plus, but not required.

### **Benefits:**

- Opportunity to make a positive impact on the lives of students and the community.
- Gain valuable experience in tutoring, education, and nonprofit work.
- Paid/Volunteer position with compensation or credit hours: practicum/internship.
- \$15 HR. **This position highly recommended for:** college students that are seeking Community Service Hours, Internships, Practicum/ Field Work, Internship, or Federal Work-Study Programs; Teacher's Assistants, Certified Substitute Teachers, and MO or IL Certified Teachers.
- Professional development opportunities, including training and workshops.
- A supportive and collaborative work environment.

### **How to Apply:**

Interested candidates should submit a resume and brief cover letter explaining their interest in the position and experience working with children to [info@smartkidsinc.org](mailto:info@smartkidsinc.org). Please include "Student Tutor Application" in the subject line. In your cover letter, please include why you are passionate about working with students and how your skills can contribute to our mission. Please fill out an employment application at [www.smartkidsinc.org/employment](http://www.smartkidsinc.org/employment).

Smart Kids, Inc. is an Equal Opportunity Employer and encourages individuals of all backgrounds to apply. We are committed to creating an inclusive environment and ensuring equal opportunities for all.