



Smart Kids, Inc.

11520 St. Charles Rock Road, Suite 102
Bridgeton, MO 63044
P: 314-884-1486
F: 314-455-3746

<https://www.smartkidsinc.org>

TUTOR FACILITATOR

Availability: PART-TIME

Monday- Friday: 3:00 PM – 6:00 PM (August-May Only)

Job Purpose:

The Tutor Facilitator oversees tutoring sessions at the designated library and/or school locations. This position acts as an immediate onsite supervisor for the Student Tutors and tutors that are in the Tutor Me Program after-school program. This position reports directly to the Program Executive Director for daily instructions for any problems or situations that are out of your immediate control. This position is only part-time only Monday-Friday in the evening from 3 pm – 6 pm. Closed on major holidays: New Year's, Martin Luther King, Independence Day, Labor Day, Thanksgiving, and Christmas. This position is open Monday - Friday; times range between 3:00 PM – 6:00 .

Job Qualifications:

- Previous experience working with children; youth, or in a youth-set environment. Also must have prior tutoring and mentoring experience.
- Must have experience with management, and communication with one or more parties can be detail orientated.
- Students must have received a grade of "C+" or better in the course(s) they are interested in tutoring in (or comparable courses) and should have a cumulative GPA of at least 2.5.
- All Tutor Facilitators must pass a drug test and background check.
- Must be a current college student with 15 hours of college courses.

Job Responsibilities:

- Be the direct line of communication for the Teachers, Student Tutors, and Parents/Guardians. Speak to all parents/guardians about any discussions during the tutoring sessions. If possible, do not let anyone disturb the actual tutoring sessions.
- Tutor Facilitators must agree to abide by all Smart Kids, Inc.'s Policies, Procedures, Rules, and Regulations (please see company handbook). Also, Tutor Facilitators must attend the two-day training orientation before tutoring assignments are assigned.
- You are considered the immediate contact person/onsite manager for the Student Tutors. Answer any questions to the best of your ability that they may have. Be there to assist them while the tutoring sessions take place. Try to resolve any issues that may arise or immediately contact the Program Coordinator for any issues that are beyond your control.
- Oversee, manage, and have direct communication with the Student Tutors before and after every tutoring session.

- See to it that the Student Tutor arrives on time. If there should be an emergency, for example: if the Student Tutor is late or does not show up for the tutoring session, then it is your responsibility to step in and start the tutoring session on time.
- Report all incidents that occur by reporting them to the Program Executive Director and filling out an Accident Form.
- Be sure that all students leave on time. You are not to leave until the student and Student Tutor has left for the session. If a parent/guardian picks up their child, please take six minutes after the tutoring session is over and then contact the Program Executive Director so that they can proceed with the investigation. Make sure that you fill out a Late Pick-Up Form immediately.
- You are responsible for reviewing all logged Community Services Hours for Student Tutors.
- Students agree to abide by all Smart Kids, Inc.'s Policies, Procedures, Rules, and Regulations (please see company handbook). Also, students must attend the two-day training sessions that are usually held at Saint Louis University before tutoring assignments are issued.

Job Format:

- Before any tutoring sessions are to start, you will have to attend a manual Training Session that is held at Saint Louis University, complete a meeting with the Program Executive Director, and finally do a meet and greet with the Student Tutor that you will manage.
- Be sure to have your Smart Kids, Inc. ID Badge on you at all times, especially on school grounds.
- Sign in to the Principal's Office or Administration to alert them that you are now on school grounds.
- Report to the designated school thirty minutes before the tutoring sessions are to start. Make sure that the tutoring sessions start on time.
- Remain onsite until the entire tutoring session is complete for that day.

Qualifications:

- Previous experience working with children; youth, or in a youth-set environment. Also must have prior tutoring and mentoring experience.
- Must have experience with management, communication, and with one or more parties, and can be detailed orientated.
- Students must have received a grade of "C+" or better in the course(s) they are interested in tutoring in (or comparable courses) and should have a cumulative GPA of at least a 2.5.
- All Tutor Facilitators must pass a drug test and background check.
- Must be a current college student with 15 hours of a college course.

Location(s):

- Varies - within the Saint Louis County and Saint Louis City school districts and other community partnership.

Salary:

This is a \$13 per-hour position and is highly recommended for college students that are seeking Community Service Hours, Internship Hours, Practicum Field Work, Volunteer Hours, or Federal Work-Study Program.

Rèsumès Accepted Continuously

To apply for this position, please download an application via the web at www.smartkidsinc.org/employment. Include your R sum , Cover Letter, and copy of college transcripts.

Please send your application packets to our Administration Office at 11520 St. Charles Rock Road, Suite 102, Bridgeton, MO 63044, or via email at info@smartkidsinc.org.

Our students are our most important resources. We share a common goal— educating children to become active, productive, and happy contributing community members. Many children need individualized attention and you have had varied experiences that can help our children achieve. YOU can help many of our children in school. We need volunteers to help teachers in ways that will allow her/him to provide more personal assistance to our children.

Copyright   2021 Smart Kids, Inc.