



Smart Kids, Inc.

11520 St. Charles Rock Road, Suite 102

Bridgeton, MO 63044-2732

P: 314-455-3735

F: 314-455-3746

www.smartkidsinc.org

Position Title: Tutor Facilitator

Location: Bridgeton, MO

Reports To: Program Director

Position Type: Part-time

Compensation: \$17- \$30

Application Deadline: Until Filled

About the Organization:

Smart Kids, Inc. is a student-focused nonprofit dedicated to empowering underserved populations through education, mentorship, and skill-building programs. Our mission is to bridge educational gaps and provide transformative learning opportunities for students of all ages. We are seeking a passionate, dynamic, and results-driven Tutor Facilitator to join our team and help make a positive impact in the lives of our participants.

Position Overview:

The Tutor Facilitator will play a key role in supporting the academic development of students in our tutoring programs. This individual will be responsible for overseeing tutoring sessions, supporting both volunteer tutors and students, ensuring effective learning environments, and helping to achieve academic goals. The Tutor Facilitator will also assist in the recruitment, training, and ongoing support of volunteer tutors, ensuring that students receive high-quality academic support tailored to their needs.

Key Responsibilities:

1. Program Delivery & Support:

- Coordinate and facilitate tutoring sessions for students, either individually or in small groups, in accordance with the organization's curriculum and goals.
- Monitor students' academic progress and provide individualized support to address learning gaps, academic challenges, or behavioral issues.
- Ensure students feel supported and engaged in their learning experience.
- Provide feedback to students and families on progress, goals, and areas of improvement.

2. Volunteer Tutor Management:

- Assist in the recruitment, onboarding, and training of volunteer tutors.
- Provide ongoing guidance and support to volunteer tutors, ensuring they have the resources and training necessary to effectively work with students.

- Foster a positive, collaborative, and professional environment for tutors and students.
- Offer mentorship and professional development opportunities for tutors to improve their skills and increase their impact.
- 3. **Program Monitoring & Evaluation:**
 - Track and report on student progress, attendance, and engagement, and provide regular updates to program leadership.
 - Participate in program evaluation efforts by gathering feedback from tutors, students, and parents to assess the effectiveness of the tutoring program.
 - Work with program staff to develop strategies for continuous program improvement.
- 4. **Community & Family Engagement:**
 - Maintain open communication with students' families, school staff, and other community partners to ensure holistic support for each student.
 - Engage families in the educational process by providing resources, hosting family workshops, and encouraging family involvement in their child's learning.
- 5. **Administrative Support:**
 - Maintain accurate records of tutoring sessions, volunteer participation, and student outcomes.
 - Assist in scheduling tutoring sessions and matching students with appropriate tutors based on their needs.
 - Help prepare materials, resources, and curriculum for tutoring sessions.

Qualifications:

- **Education:**
 - Bachelor's degree in Education, Social Work, Psychology, or a related field preferred. Relevant experience may substitute for formal education.
- **Experience:**
 - Previous experience in tutoring, teaching, or working with youth in an educational or mentoring capacity.
 - Experience managing or supervising volunteers is highly preferred.
 - Strong understanding of educational strategies and best practices for student learning.
- **Skills & Abilities:**
 - Excellent communication skills, both written and verbal.
 - Ability to work with diverse groups of people, including students, families, volunteers, and community partners.
 - Strong organizational and time-management skills.
 - Ability to create a positive, encouraging, and inclusive learning environment.
 - Familiarity with educational technology and learning management systems is a plus.
- **Personal Qualities:**
 - Passion for education and youth development.
 - Patience, empathy, and adaptability in working with students from diverse backgrounds.

- Strong problem-solving skills and a proactive approach to challenges.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.

Preferred Qualifications:

- Bilingual or multilingual skills especially in Spanish are a plus.
- Experience working with underserved or at-risk populations.

Physical Requirements:

- Ability to work in classroom and community settings, including standing or sitting for extended periods.
- Must be able to lift and carry educational materials and supplies (up to 25 lbs).

Work Schedule:

- Monday – Thursday, 12:00 pm – 6:00 pm.

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. Please include “Tutor Facilitator 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.

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.