POSITION DESCRIPTION

Mentor/Tutor

Program: 2026-2027 Out-of-School Time (OST)	Location: Assigned Michigan program site
Compensation: $20.00 per hour	Schedule: Part-time; school-year and/or summer

POSITION SUMMARY

The Mentor/Tutor provides direct academic assistance, encouragement, and positive mentoring to students in before-school, afterschool, and summer programming. Working under the Lead Mentor/Tutor and Program Manager, this position helps students build skills, confidence, and strong learning habits.

KEY RESULT AREAS

DIRECT ACADEMIC & MENTORING SUPPORT

- Assist students individually and in small groups with hands-on literacy, hands-on science, and hands-on math, and approved enrichment activities.
- Reinforce lesson objectives and adapt explanations and practice activities to students' needs under the Lead Mentor/Tutor's guidance.
- Encourage perseverance, positive peer interactions, and student ownership of learning.

STUDENT ENGAGEMENT & POSITIVE ENVIRONMENT

- Maintain active supervision of assigned students and support respectful, inclusive student participation.
- Use positive group-management techniques and respond promptly to student needs.
- Support smooth arrival, dismissal, activity transitions, and setup/cleanup.

TEAMWORK & COMMUNICATION

- Coordinate daily with Lead Mentor/Tutors and the Program Manager on student needs, schedules, and learning materials.
- Share timely, objective observations of students' progress or concerns with designated staff.
- Maintain professional boundaries and courteous communication with students, families, and colleagues.

RECORDS, SAFETY & PROFESSIONAL PRACTICE

- Complete assigned attendance, activity, and progress records accurately.
- Follow all safeguarding, confidentiality, incident reporting, and site procedures.
- Participate in required training and improvement activities.

MINIMUM QUALIFICATIONS

- Completed college-level coursework in education.
- At least five (5) years of educational experience working with students who need additional academic support.
- Completed continuing-education/professional-development training in classroom management and parent/family communication.
- Ability to support learning in reading/literacy, mathematics, and science; demonstrated dependability, communication, and organizational skills.

PREFERRED QUALIFICATIONS

- Additional coursework or credentials in education, tutoring, youth development, or a related field.
- Experience with out-of-school-time programs and evidence-informed tutoring approaches.
- Valid CPR/First Aid Certification preferred.

EMPLOYMENT CONDITIONS & EXPECTATIONS

Employment is subject to completion of applicable background screening, employment verification, required training, and written authorization to begin work. Staff must maintain student confidentiality, comply with organizational policies and applicable program requirements, and perform other related duties as assigned. Actual site assignments and hours depend on program needs and authorization.

YES, Inc. is an equal opportunity employer. This description summarizes the position and may be updated to reflect approved program needs.