



TITLE: Tutoring Program Coordinator

Department: Education

Status: Part-time

Reports To: Education Division Manager

Supervises: None

Job Summary

Under the supervision of the Education Division Manager, the Tutoring Program Coordinator is responsible for developing, implementing, managing, and promoting a system-wide tutoring program that caters to the needs and goals of our program participants.

Essential Duties

- Reviewing classroom or curricula topics and assignments
- Assisting students with homework, projects, test preparation, papers, research, and other academic tasks
- Working with students to help them understand key concepts, especially those learned in the classroom.
- Teaching skills to improve academic performance, including study strategies, note-taking skills, and approaches to answering test questions.
- Demonstrating academic best practices for specific subjects and assignments, including research, and writing tactics
- Developing and distributing teaching materials to supplement classroom lessons, including study guides.
- Conducting practice tests to track progress, identify areas of improvement and help set goals for exam preparation.
- Providing students positive and constructive feedback
- Offering feedback on progress to students' parents and teachers where appropriate
- Building meaningful connections with students from diverse backgrounds
- Instructing students both in person and over video chat
- Diagnosing student needs through active listening techniques and questioning strategies
- Recognizing different learning styles and student preferences
- Designing differentiated learning goals
- Staying up to date with the school curriculum
- Organize volunteer tutors to assist with the program.

Working Conditions

A. Work Environment

- Indoors in a non-air-conditioned room and gymnasium; and outdoors in all types of weather.

B. Work Hours

- Weekdays: 2pm to 7pm

D. Mental and Physical Demands

- Ability to lift/pull 25-50 pounds.
- Able to set up/break down sports and recreational equipment.
- Ability to demonstrate judgment and execute sound decisions.

E. Communication Demands

- Ability to communicate in writing and orally in the English language.
- Courteous and respectful telephone etiquette.
- Public and staff interactions relating to culturally diverse community residents in a friendly, culturally relevant, and professional manner.

Qualifications

A. Skills/Knowledge:

- Customer service oriented; knowledge of Microsoft Word.
- Able to work with children/families of diverse backgrounds.
- Knowledge of safe work practices.

B. Education:

- High School diploma: completion of at least one year in college preferred.

C. Experience:

- Experience working with children in group activities is preferred.

Additional Requirements

- Valid Hawaii's Driver's License
- Current CPR/First Aid certification (or ability to obtain certification)
- Criminal background clearance: (Hawaii Criminal Justice Data Center, National Sex Offender Public Registry, National Criminal History Database)