



JOB DESCRIPTION

Job Title: Youth Tutor

Department: Youth Programs

Reports To: Youth Center Manager

Status: Part-time, Non-Exempt

Job Summary

The Youth Tutor provides academic assistance and positive support to youth participating in Palama Settlement programs. The Tutor works directly with students to help them complete homework, strengthen academic skills, understand classroom concepts, and develop effective study habits.

This is an entry-level position that may be filled by a qualified high school or college student. The Tutor is expected to be dependable, patient, encouraging, and able to serve as a positive role model for younger students. The position does not have responsibility for managing the tutoring program, supervising staff or volunteers, or coordinating program operations.

Essential Duties

- Help youth with homework, school assignments, reading, writing, math, and other basic subjects.
- Provide one-on-one or small-group tutoring as needed.
- Explain schoolwork in a clear, patient, and encouraging way.
- Help youth build good study, organization, and homework habits.
- Encourage youth to do their own work and build confidence in their abilities.
- Maintain a safe, respectful, and welcoming tutoring environment.
- Be a positive role model and build appropriate relationships with youth.
- Report academic, behavioral, or safety concerns to the Youth Center Manager or designated staff.
- Help set up and clean up tutoring materials and assist with Youth Center activities as needed.
- Follow Palama Settlement policies, procedures, and staff instructions.
- Perform other duties as assigned to support the mission and goals of Palama Settlement.

Mandated Reporter

As a Palama Settlement employee, you are legally required to report suspected child or vulnerable adult abuse or neglect to your supervisor, in accordance with applicable mandated reporting laws.

Working Conditions

- Schedule: Part-time, Monday, Tuesday, and Thursday from 1:30 PM to 5:00 PM; Wednesday from 1:00 PM to 5:00 PM.
 - Environment: Primarily indoors at the Youth Center or other Palama Settlement program spaces. Some activities may take place outdoors.
 - Location: Based at Palama Settlement, with some off-site duties as needed. The Tutoring Center is located on the second floor and is only accessible via stairs.
 - Regular interaction with children, youth, staff, families, volunteers, and community members.
 - Requires the ability to remain attentive and engaged while working with students.
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Skills and Knowledge

- Ability to understand and assist with age-appropriate schoolwork.
 - Strong communication and interpersonal skills.
 - Ability to communicate respectfully and positively with children and youth.
 - Patience and willingness to help students learn at their own pace.
 - Dependable, responsible, and punctual.
 - Ability to follow instructions and ask a supervisor for assistance when needed.
 - Ability to work effectively as part of a team.
 - Ability to maintain appropriate boundaries and professional behavior when working with youth.
 - Basic computer and technology skills preferred.
 - Ability to work effectively with individuals and families from diverse backgrounds.
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Qualifications

- Education: Current high school or college students are encouraged to apply. Applicants should have sufficient academic skills to assist younger students with homework and basic subjects; good academic standing or strength in one or more subjects is preferred.
 - Experience: Experience helping younger students with schoolwork or participating in school, community, volunteer, leadership, or youth activities is preferred.
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Physical Demands

- Regular: Sitting, talking, hearing, using hands, walking up and down stairs, and reaching with arms.
 - Frequent: Standing, walking, lifting up to 25 pounds.
 - Occasional: Climbing, balancing, lifting up to 50 pounds.
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Additional Requirements

- Must successfully complete any required background checks or clearances applicable to the employee's age and position