JOB TITLE: Tutor (part-time)

STATUS: Part-time (10-20 hours per week), non-exempt

REPORTS TO: Project P.E.A.C.E Coordinator

SUMMARY:

The Tutor(s) will provide individual and small group academic assistance to members of CFSS' Project P.E.A.C.E program. This assistance may include but is not limited to assisting with homework, projects and work that supports concepts needing mastery. We anticipate that the focus areas will include mathematics, reading, language arts, social studies, writing, and science. The Tutor will provide academic support as well as encouragement and mentoring.

Tutoring will be provided at our downtown location in the Milwaukee area. The position offers some flexibility in scheduling.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Identify specific areas that need additional support in order for our members to be successful in their classroom studies.
- Integrate effective learning strategies to ensure future growth and success in school.
- Maintain a positive learning environment that provides individual academic assistance as well as encouragement and moral support.
- Establish and maintain good communication with assigned members as well as CFSS staff.
- Work with our members to create specific and attainable learning goals.
- Attend all required CFSS meetings (minimal).
- Other duties as assigned.

POSITION QUALIFICATIONS

- A high school diploma or GED equivalent required.
- Associates or Bachelor's Degree in an Education, Human Services or relevant field or equivalent experience preferred.
- Training or experience in group facilitation or individual support preferred.
- Experience working with or providing services to individuals of various racial, religious, ethnic, social, economic and differing abilities preferred.
- Ability to create, build and maintain positive working relationships with CFSS staff, partners and members of our programs.
- Excellent critical thinking skills to effectively identify strengths and weaknesses and to offer solutions and appropriate approaches to problems.

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- Ability to manage time effectively.
- Ability to maintain confidentiality.
- Must pass extensive background checks including but not limited to CFSS Background Check, DOC Background Check, reference checks, etc.

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of a person in this position.

CFSS is an Equal Opportunity / Affirmative Action Employer
The Center for Self-Sufficiency is a nonprofit organization based in Milwaukee and founded in 1997.

Our Mission: To provide a foundation for people to actualize their hope and motivation to access a good life.

Our Vision: Community revitalization through individual transformation.