

GREAT FUTURES START HERE.



Position: Certified Teacher/Academic Tutor (Tutors)

Organization: Boys & Girls Clubs of Central Georgia

Position Locations: (14 vacancies) 6 in Macon, GA; 3 in Forsyth, GA; 3 in Metter, GA; and 2 in Warner Robins, GA Tutors will be assigned to one Clubhouse but may be asked to cover at other Clubhouse locations as needed.

- **Special Note:** Positions are federally grant funded and have an anticipated end date of September 31, 2022. Employment continuation beyond anticipated end date is contingent on grant-funding renewal.

Pay Rate: \$25.00 hour (part-time)

Normal Work Schedule: Generally, Monday - Thursday, 3:30p.m. – 6:30 p.m.

PRIMARY FUNCTION

Under the leadership and supervision of the Clubhouse Director and/or the Enrichment Program Coordinator, Boys & Girls Clubs of Central Georgia is looking for experienced and engaging tutors to serve as part-time academic tutors in our after-school programs at our clubhouses. The ideal candidate would have at least a bachelor's degree and can demonstrate proficiency in the subject area (through documented experience and performance). At least one year of experience teaching individuals and/or group classes is required. Experience teaching language arts, science, mathematics, or creative writing experience is a plus. Some experience in teaching children with special needs is a plus. Candidates should have a passion for education, exceptional communications skills, and the ability to adapt tutoring sessions to the specific needs of each student.

We have an immediate need for certified Elementary, Middle and High School level

tutors. **REQUIREMENTS INCLUDE**

We are currently looking specifically for candidates with teaching and / or tutoring experience in the following areas:

- Elementary and Middle School all subjects (specifically Math and Reading)
- High School: English, Math (Algebra / Geometry / Statistics) and Science (Chemistry / Biology)
- SAT, ACT, PSAT and GRE Prep

This position offers a great deal of flexibility and the opportunity to work with students individually and in small groups.

REQUIRED SKILLS

- Abilities includes Walking; Talking; Hearing; Sight; Standing; Sitting; Bending; Use of

hands/fingers to handle or feel.

- Skills essential for successful communication include speaking, writing and good listening.
- Ability to stand for long periods of time.
- Assist children with homework.

EDUCATION/EXPERIENCE

- Bachelor's degree in either elementary or secondary education, or a specific related content area (Math or Reading)
- 2nd, 3rd, or 4th year College student majoring in elementary or secondary education, or Math.
- Teaching or tutoring experience (teaching certificate highly desirable)
- Ability to work 2 - 3 hours per day in our club centers, 4 days each week.
- Must pass pre-employment background check (fingerprints), drug screen, EOE, and E-Verify

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job. Other duties assigned as needed.

How to Apply

Submit resume with cover letter expressing your interest to info@bgccg.org . Please indicate city location preference. Resumes accepted through July 30, 2021, with anticipated start date of August 16, 2021.