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**Position:** Academic Tutor

**Organization:** Boys & Girls Clubs of Central Georgia

**Position Locations:** Griffin – Spalding County, GA  
(TRIO -ETS Program Office located at Spalding County High School)

- **Special Note:** Positions are federally grant funded and have an anticipated end date of September 30, 2026. Employment continuation beyond anticipated end date is contingent on grant-funding renewal.

**Hourly Pay Rate:** \$35.00

**Normal Work Schedule:** Generally, Monday – Thursday during after school hours (3:00PM and 6:00PM); Schedule may be subject to change as required.

**Job Description:**

The Talent Search program identifies and assists individuals from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to and complete their post secondary education. The program publicizes the availability of financial aid and assist participant with the post secondary application process. Talent Search also encourages persons who have not completed education programs at the secondary or post-secondary level to enter or reenter and complete post-secondary education. The goal of Talent Search is to increase the number of youths from disadvantaged backgrounds who complete high school and enroll in and complete their post-secondary education.

Trio Talent Search program is during school hours or after school for high school students. Program is sponsored by the Department of Education through a five-year federal grant.

**Typical Duties/Responsibilities:**

- Provide tutoring support for middle and high school students in English, math, or other core academic subjects
- Assist with collection of program data for monitoring and evaluation purposes

In order to be successful and achieve the above responsibilities, the Trio Talent Search Tutor must possess the following qualifications:

**Required Experience and Education:**

- Minimum of two or more years working with older youth in underserved communities in a tutoring or mentoring capacity
- High school graduate; 60 college credit hours completed preferred.
- English and Math majors and undergraduate students working towards their first Bachelor's degree encouraged to apply

- Experience using Microsoft Word, Excel, and Google Drive tools

**Additional Skills:**

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

**EQUAL OPPORTUNITY EMPLOYER:** Qualified applicants receive consideration for employment without discrimination because of race, color, gender, religion, national origin, ancestry, citizenship, disability, age, sexual orientation, or any other characteristic protected by law.

**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 Ms. Sandy Colwell at [srcolwell-trio@bgccg.org](mailto:srcolwell-trio@bgccg.org). Resumes accepted through December 31, 2021, with anticipated start date of January 10, 2022.