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**Federal Work Study
Job Description Form**

Job Title: Academic Tutors

Desired No. of Hires: 3-6

Department or Organization: LightHouse Holyoke

Address (Off campus only): 208 Race St Holyoke, Ma 01040

Supervisor: Stephanie Zello

Designee:

Office: Program Director

Office:

Phone: 413-420-8299

Phone:

Email: steph@lighthouse teens.org

Email:

General Job Description:

Innovative education program for late middle and high school students in Holyoke seeking responsible college students—with reliable transportation—to lend academic support in any number of subjects: programming, reading, writing, math, biology, foreign languages, music, art, and physical education.

Detailed List of Duties:

Meet students for scheduled tutoring sessions, create goals with them, and make steps towards achieving those goals. Tutors will also be asked to write a short evaluation for each student at the end of each trimester. Training on evaluation writing will be provided.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

We have had a few tutors in the past connect with students and become adjunct staff and core staff.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Meeting with students and determining their learning path. Tutors should set goals with students and then create next steps to achieve those academic goals.

Skills and/or previous experience desired:

Previous tutoring experience a plus but not necessary.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.):

Hours are flexible: LightHouse is open from 9-3 M-F and we schedule tutoring around the student and staff availability.

How to Apply: Contact supervisor/designee listed above. Email preferred

Completed and Submitted By:

Stephanie Zello

Program Director

8/31/2023

Print Name of Supervisor

Title

Date