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413.538.7000

Financial Aid Office
P: 413.552.2150
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**Federal Work Study
Job Description Form**

Job Title: tutor

Desired No. of Hires: 15

Department or Organization: Homework House

Address (Off campus only): 54 North Summer St, Holyoke / 340 Chestnut St., Holyoke

Supervisor: Jasmine Myers Antonucci

Designee: Virginia Dillon

Office: volunteer coordinator

Office: executive director

Phone: 413-313-8615

Phone: 413-887-7406

Email: jmyers@homeworkhouseholyoke.org

Email: vdillon@homeworkhouseholyoke.org

General Job Description:

tutor and mentor elementary and/or middle-school students in an after-school program

Detailed List of Duties:

assist with homework, build child's reading and math skills according to provided plan and resources, exercise creativity in helping children engage with academics, provide stable and positive relationships to children while in program, assist classroom leader with secondary tasks as needed

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*
working with children, behavior management, tutoring skills

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

Providing safe and nurturing environment for tutees, learning and remaining aware of abuse risks and signs and reporting as needed, maintaining confidentiality of program participants

Skills and/or previous experience desired:

Patience, flexibility, and willingness to learn!

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

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

Weekday afternoons (roughly 3:30-5:30)

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Jasmine Myers Antonucci

1-19-24

Print Name of Supervisor

Title

Date