

Peer Educator

Position Description/Requirements

HACC YouthBuild is currently accepting applications for a Peer Educator(s). Peer educators assist and coach other assigned YouthBuild students in becoming a more successful and independent learner. The peer educator will provide and help to integrate effective learning and study strategies for their assigned students, while at the same time helping to clarify and/or reinforce course content, assignments, and material.

Responsibilities:

- Provide individualized content and skill-development tutoring to assigned students (tutees).
- Maintain a tutoring schedule convenient to both tutor and tutee.
- Make appropriate student referrals to HACC staff or director when necessary.
- Maintain accurate and up-to-date records of each tutoring session.
- Attend and complete tutor training and development sessions as required.
- Limit tutoring time per session to approximately 1 hour, with 30 additional minutes for tutoring preparation and/or paperwork.
- Develop a good understanding and knowledge of the Penn Foster education system.
- Maintain strict confidentiality of all student information, material, and discussions shared in the tutoring relationship.

All HACCYB Peer Educators Have the Following Institutional Responsibilities

- Uphold HACC YouthBuild's mission, core values and rules, as well as certain standards of conduct within the College and in dealings with students, staff, faculty, and the public.
- Responsible for compliance with the Family Educational Rights and Privacy Act (FERPA) and other regulations regarding confidentiality of and access to student and other institutional records.

Students will be paid minimum wage (\$10.00 per hour) and work schedule will fluctuate based on the employee's availability. Regular office hours may be scheduled within Monday–Thursday, 9am – 3pm. Other hours scheduled may include other events as needed. Total hours would not exceed 8 hours per week.

Requirements Include the Following

- Must maintain satisfactory program progress
- Complete HACCYB's mandatory peer educator training within 30 days of employment

- Willingness to learn ways to support students experiencing mental health issues, wellness issues, or interpersonal and sexual violence that may affect academic progress
- Demonstrate strong knowledgebase in tutoring subject by evaluation of Penn Foster transcript
- Ability to work and communicate with diverse student populations
- Must be comfortable with public speaking and talking one-on-one with students.
- Must be willing to complete in-person and online trainings.
- Extremely reliable.
- Strong written and verbal communication skills.
- Ability to meet deadlines and manage priorities effectively