

Tutor & School Mentor

Site: Olympic Community Action Programs (Port Townsend Office)

Hiring for: October 1, 2020 to December 31, 2021

Job Type: Part-time Pay: \$15.00 per hour: This is a contracted position and the participant will receive a Form 1099 from OlyCAP.

Schedule: Weekdays 2:30-6 pm (time varies by site), occasional evenings and weekends, 12-15 hours per week

IMPORTANT NOTE: INTERESTED APPLICANTS SHOULD SEND A RESUME AND COVER LETTER TO HR@OLYCAP.ORG. FILLING OUT AN OLYCAP APPLICATION IS OPTIONAL SINCE THIS IS A CONTRACTED POSITION.

Key Areas of Responsibility:

- Act as a role model, fostering positive relationships with program students
- Guide academic and social development of kids
- Ensuring a SAFE, ENRICHING, and HEALTHY LEARNING ENVIRONMENT
- Mentor groups of up to 12 program students
- Lead intentional program activities
- Support teachers, school staff, and administrators during academic time
- Assist with snacks and meals
- Reinforce OlyCAP and Youth Solutions values
- Use trauma-informed care practices to prevent re-traumatization and create a culture of safety, empowerment, and healing.
- Use positive behavior strategies to reinforce school expectations
- Address student conflicts in a respectable and timely manner
- Attend program events and staff meetings
- Other duties as assigned

Qualifications:

- Confident leading activities in an engaging manner
- Comfortable with independent thinking and taking initiative
- Confident working with and tutoring school aged students
- Responsible character
- Be present, purposeful, and positive while on-site

- Monday – Friday and some weekends. Mentor/Tutor will work for 2-4 hour shifts to be determined

COVID-19 considerations: Current positions are on-site and telecommunication work as state phasing allows. Applicants may be supplied with tools to complete remote work. Location: • Port Townsend, WA 98368 and other locations in Jefferson County as needed:

This Job Is Ideal for Someone Who Is: • Dependable -- more reliable than spontaneous • People-oriented -- enjoys interacting with people and working on group projects • Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction