



Job Title:	Morning Tutor		
Department/Group:	After School		
Location:	Varies	Travel Required:	Varies
Level/Salary Range:	Varies	Position Type:	Contract/Part-Time
HR Contact:	Edwina Freeman		

Morning Tutors support DYMON by reviewing classroom or curricula topics and assignments. Assisting students with homework, projects, test preparation, papers, research and other academic tasks. Working with students to help them understand key concepts, especially those learned in the classroom.

Job Description
<p>POSITION PURPOSE:</p> <p>To further the mission of the organization’s after school programming and to develop and deliver curriculum that is relevant to the student’s age and abilities.</p>
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> Facilitate weekly programming and maintain student attendance records. Provide daily/weekly student progress information to the youth program coordinator. Attend mandatory in-service trainings and get required certifications (if applicable). Ensure that you and the youth are complying to CDC’s and MNPS’ COVID guidelines, and there is a daily minimum of 1:15 staff to student ratio during the program.
<p>OTHER RESPONSIBILITIES:</p> <ul style="list-style-type: none"> Submit accurate, timely, written reports. Aid in or handle special assignments as directed. Complete basic administrative work.
<p>QUALIFICATIONS:</p> <ul style="list-style-type: none"> Bachelor’s degree preferred in social work, psychology, volunteer management or 5+ years of work experience in youth development and youth/program coordination. Two or more years’ experience in mentoring and youth development, working within community organizations and/or schools required. Mandatory CPR and First Aid Certifications. (Training provided) Experience working in racially, ethnically, and socioeconomically diverse communities preferred
<p>MINIMUM REQUIREMENTS:</p> <ul style="list-style-type: none"> Must demonstrate awareness and acceptance of cultural differences of clients, staff, and community contacts. Successful clearance of local and/or state background checks

- Strong communication skills, both oral and written.
- Ability to tutor youth and provide homework help upon request
- Computer literacy and competency
- Efficient planner - must be able to organize and schedule work priorities.
- Demonstrated ability to make decisions and judgments with youth safety and security foremost.
- Demonstrated ability to appropriately handle confidential and sensitive information.
- Demonstrated ability to accept and follow through on supervisory direction.
- Demonstrated ability to establish appropriate relationships and to effectively influence youth in a manner consistent with organization values.
- Valid driver's license, clear driving record and current automobile insurance.
- Must pass TBI Background check and all internal background verification requirements;
- Must have proficient, documented background experience and training in related area;
- Ability to interact with all age levels serving

ADDITIONAL NOTES:

List of benefits of working with DYMON to job descriptions

- Holistic working environment
- Mentorship
- Paid Professional Development Trainings
- Yearly Bonuses and Incentives
- Positive Work Environment
- Being a part of the major impact in youth lives
- Countless opportunities for expansion in personal development
- Scholarship opportunities for collegiate staff
- Paid self-care activities and workshops
- Full-time and part-time positions
- Full-time benefits: health insurance, dental insurance, funded retirement, paid vacations, and paid holidays

Reviewed By:	Edwina Freeman	Date:	January 2022
Approved By:	Brittany Tyler	Date:	January 2022
Last Updated By:	Angel Adams	Date/Time:	January 2022